



LIBRARY RESOURCES & TECHNICAL SERVICES -

Regional Processing for Public Libraries, Dorothy Bendix • •
Guidelines for Establishing a Centralized Library Processing Center, Evelyn Day Mullen • • Georgia State Catalog Card Service, Virginia Drewry • • Papers on Centralized Processing in Washington State, Connecticut, California, Missouri, and Colorado, Dorothy Cutler, Robert Ake, Margaret Thompson, Brigitte Kenney, and Elizabeth Adcock • • The Archives of American Art, Arline Custer • • The National Union Catalog, Marian Harman • • Regional Groups • • Reviews

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LIBRARY RESOURCES AND TECHNICAL SERVICES

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Regional Processing for Public Libraries, A Survey*

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1. INTRODUCTION

REGIONAL processing is new only insofar as it is applied to libraries that are separate administrative units rather than metropolitan or county systems.¹ An indication of the growing interest of the profession in this problem was the creation of the Special Committee on Regional Processing by the ALA Division of Cataloging and Classification in 1956.

The publication of *Public Library Service; a Guide to Evaluation, with Minimum Standards*² in 1956 after it had been approved by the ALA Council has given further impetus to efforts by state library associations, state library agencies, and individual libraries to accelerate the development of regional processing projects. The passage of the Library Services Act is having even more effect.

In the past, the emphasis has been mainly on one aspect of regional processing, i.e. cataloging, and as Cox points out, the history of cooperative and centralized cataloging is a long one.³ It goes back to 1851 when Charles Jewett proposed an organization of libraries in the United States, with the Smithsonian Institution as its center, which would engage in

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Editor's note: As pointed out by Miss Bendix, centralized or cooperative processing (particularly cataloging) is not new. However, the movement has recently mushroomed, even since she made her study a year ago. There are many incentives, among the new ones being the backing of the Council on Library Resources, the idea of larger units spurred by the publication of *Public Library Service*, Mrs. Orcena Mahoney's encouragement through personal contacts, and the passage of the Library Services Act with the subsequent establishment of library consultants on the Federal, state, and county levels.

The accompanying papers and reports were brought together here to demonstrate, not only the accelerated pace, but also to give some indication of the multiplicities of the variations. We note that one of these centers was established primarily because of the book selection and ordering problems; in another, coordinating the ordering is dismissed as irrelevant. Many, many such contrasts can be noted in matters of organization, financing, staffing, equipment, procedures, coverage, administration, maintenance, and others. Who's to say which is most effective? Is each situation, of necessity, distinctly different; or can we learn from one another? There are surely some ways to help; if nothing else, we can point out the problems as Miss Mullen has done.

There are many considerations and viewpoints, the need for the pooling of information and experience, and the need for informed and long-view planning. Perhaps this material will contribute its bit; we hope so.

cooperative effort, including cooperative cataloging. The idea was revived with the organization of the American Library Association. The Library of Congress, which today is the most outstanding example in the United States of both centralized and cooperative cataloging, began to move into this field more than fifty years ago.

However, until fairly recently, there were few attempts at cooperation on the state, county, and municipal level except for processing within library systems. And even within a library system, centralization is by no means complete, as the study of large research libraries—university, government, and public—by the DCC Committee on Administration revealed; e.g. cataloging was found to be completely centralized in only six out of 48 libraries, only two of which were public libraries.⁴ As is pointed out by Sara Jaffarian, guest editor of the February 15, 1957, issue of *Junior Libraries* which deals with centralized processing in school libraries, up to the last five years very few school libraries have had central cataloging and processing, but greatly increased interest in this area is evident now.

In 1940, four English librarians expressed themselves strongly in favor of centralized cataloging by either the National Central Library or a strong public library and deplored the lack of progress in co-operation in this area since the beginning of the century when it was first suggested—the more surprising in view of the considerable co-operative effort which had been going on in other areas, e.g. regional library service.⁵ It is interesting that in these four articles reference is made extensively to American practice, i.e. Library of Congress cards, with the implication that the problem of duplication of time and effort has been solved completely in the United States.

Unfortunately, the production and sale of Library of Congress and H. W. Wilson catalog cards has only been a partial solution in eliminating duplication of time and effort which occurs in the many individual units of all types of American libraries. The advantages of regional processing have been listed by Orcena Mahoney as follows:⁶ (1) reducing the cost of cataloging, (2) avoiding duplication of effort, (3) increasing uniformity of cataloging and catalogs, (4) obtaining larger discounts in purchasing books, (5) providing large enough units to allow adequate mechanical equipment, and (6) freeing the librarian of a small library from processing duties in order to give more time for work with the public. As she also points out: "For reasons of economy and increased uniformity, it is generally agreed that centralized cataloging is the preferred type of cooperation, particularly for small libraries" and that centralization is also applicable to the other processing procedures.

There is general agreement in the literature that "centralized cataloging is that which is done by a single library or other agency for the use of a number of libraries."⁷ But cooperative cataloging is given either a narrow or a broad interpretation: in the first case, it is actually done in two or more libraries for the benefit of each participant; in the second, Cox says it "means the production of the substance of a catalog by the

joint effort of two or more libraries" either in the form of actual preparation of entries or a contribution of money.

For the purposes of this study, regional processing is defined very broadly as any cooperative effort which results in the centralization of any or all of the technical processes necessary to get materials ready for use in public libraries. Such a broad definition was chosen partly for pragmatic reasons, i.e. in order to be able to include all the examples found in the literature, but more importantly because it is in line with the concept of interlibrary cooperation suggested by Leigh⁸ as an alternative to straight library consolidation which has made so disappointingly little headway over the years:

What I am suggesting is the vigorous promotion of a program of inter-library cooperation. It means breaking down into its elements the processes and operations of a consolidated public library system and of selecting those parts or processes of the whole system that can be put into operation by voluntary agreements. In so far as detailed, piece-meal agreements can be made, they will become the functional equivalents of consolidation, and they save legal autonomies intact.

Such a broad concept is supported also by the revised public library standards:

Co-operation or centralization should be sought wherever possible in organizing materials.

A cornerstone of the library system as defined in previous chapters is centralizing the organization of materials. Even for libraries not legally affiliated, a system of co-operative work can often be evolved. Where instituted, centralized cataloging has proved to be effective both in curtailed costs and in improved services. Various plans have been advanced: one is for a group of homogeneous libraries to combine, sharing the costs of a centralized office; one is for small institutions to contract with larger ones to do the work; another is to buy services from a centralized agency, such as a state library.

The major problems which arise in regional processing include: (1) reconciling variations in processing practice in different libraries; (2) processing rotating or mobile collections; (3) centralized processing without centralized ordering; (4) how reliable cost estimates are obtained, and how separate fiscal units can finance a centralized processing project; and (5) using printed cards (LC or Wilson) versus the processing center's producing them. A solution to these problems has been sought in many different ways, both organizationally and procedurally. While the major development in regional processing is likely to occur in situations involving several libraries, some examples of centralized processing within a library system will be discussed inasmuch as they illustrate some of the problems listed above. Although municipal public libraries are generally excluded from this study, their practices as far as procedures and techniques are concerned will be referred to in Part IV where it is appropriate; the same is true to a limited extent for other types of libraries.

II. REGIONAL PROCESSING WITHIN A LIBRARY SYSTEM

1. County Libraries

Three types of sources have been found useful in illustrating some of the problems and solutions encountered in regional processing in county libraries: (a) general discussions of county library practice; (b) articles about county libraries which have recently made drastic changes in their processing procedures; and (c) reports from recently-organized county libraries.

(a) In her recent book on *County and Regional Library Development*,⁹ Mrs. Schenk suggests two alternatives for dealing with variations in practice in different libraries: the usual one is to disregard differences in classification and to adopt the most modern cataloging and processing practices; books not discarded after ten years can then be recataloged as time permits. The other—used in some new libraries—is to study each subject group separately and to adopt the practices found in most libraries.

In book preparation and repair, the most modern practices should be adopted, e.g. book pockets and date slips should be pasted in front because time and motion studies have proved that to be the proper place for them.

There seems to be general agreement on the importance of the central catalog as a reference tool; and even though they are twenty years apart, writings of both an American and an English librarian favor making plenty of subject headings and analytics.^{10, 11} When it comes to branch catalogs, actual as well as recommended practice varies considerably: a catalog (even a simple one) is recommended only for permanent collections in large branches; a shelflist with subject guides often serves as a substitute; and books on limited loan need not be cataloged but may be listed in the shelflist order on shipment lists or slips. Mrs. Schenk reports that in some cases where catalogs were too expensive to maintain, copies of the *Standard Catalog For Public Libraries* have been placed in field agencies; books are then requested from the *Standard Catalog* on the theory that the central agency should own, buy, or be able to borrow all titles listed.

(b) A new development in county libraries is the production of book catalogs by means of IBM machines. This originated in King County, Washington, where the 38 branches had not had catalogs but only typed invoices in shelflist order.¹² King County branch collections are small (8000-9000 books at the most) and highly mobile; except for basic reference material, no books are permanently located in any branch. The books are returned to headquarters when they are "read out," and other titles are sent in their place. Therefore, traditional card catalogs did not seem the answer in view of the endless filing and withdrawing of catalog cards these constantly changing book collections would require.

Following the example of King County, the Los Angeles County Public Library explored the possibility of producing book catalogs by IBM machine processes.¹³ Only 25 branches out of the 114 service outlets had branch catalogs. A cost study revealed that book catalogs for every branch could be produced at less expense than providing additional individual card catalogs for the 10 larger branches. This was mainly due to the fact that the equipment needed was available in other county offices so that no capital outlay was required.

(c) Two recent examples of centralized processing are Erie County, N. Y., where it occurred in 1951, and Monroe County, N. Y., where it was initiated in 1953. In the latter case, the service has since been extended to two other counties by contract, and the Rochester Public Library does all of the processing for a tri-county area, i.e. both within a library system (Monroe County) and outside (Livingston and Wayne Counties); it will, therefore, be discussed in the next section.

In the Erie County Public Library, centralized processing includes not only books but also pamphlets, periodicals, and microfilms; in addition to the ordering, cataloging and classification of materials, binding and repairing are done centrally.¹⁴ This was a particularly complex problem because the staffs of three libraries—Buffalo, Grosvenor, and Erie County—had to be reorganized into one administrative unit. Labor-saving machines in the production of catalog cards and the use of assembly line methods in book preparation helped to accomplish the changeover. A tribute to the success of centralized processing in Erie County appears in an article written by one of the librarians benefiting from it.¹⁵ In addition to the greater attractiveness of centrally processed books, the author states that the books are ready for the public much faster than when they were processed by each individual library.

2. Multi-County or Regional Libraries

In the Fort Loudon, Tenn., Regional Library System, centralized processing includes book selection which is considered appropriate since the counties participating in the plan are too small to employ professional librarians.¹⁶ The financial arrangements have gone through several stages: books have been ordered for and billed to each county library board but are shipped to the regional center for processing. For the first four years of operation the cost of labor and supplies was borne by the region. In 1954 the county library boards agreed to pay a nominal amount—21¢ per book—to help cover the cost of supplies and labor. In 1955, after a Regional Library Board was established, a new plan was drawn up: counties might have the purchasing and processing done for the central regional book collection at the more realistic charge of 36¢ per book, and the charge for processing separate county book collections was set at 64¢ per book. As a result the county boards agreed to the central book collection at the lower charge. Six of the eight county library boards participate in the plan, representing a total population served of about 130,000 people.

III. REGIONAL PROCESSING OUTSIDE OF A LIBRARY SYSTEM

1. *By State Library*

Centralized processing by state library agencies has developed in most cases as part of the state-aid program for libraries; as such it has taken a variety of forms.

(a) State Library Headquarters

The first state to institute centralized cataloging seems to have been Georgia where it was begun in the fall of 1944 at the request of the Georgia Library Association.¹⁷ The service is performed by the State Cataloging Service, Georgia State Department of Education, and is confined to books purchased through state channels for both public and school libraries.

The popularity of the service can best be seen by the increased production: during the fiscal year 1946-47, an average of 5,000 sets of cards per month was distributed to 181 school and 66 public libraries (including 7 regional libraries). During the 1954-55 fiscal year 181,372 sets of catalog cards, averaging 5 cards per set, were sent to 26 regional library systems, 59 county libraries, and to 599 elementary and high school libraries.¹⁸ In 1946-47, a staff of two professionals and three clerks was distributing 60,000 sets annually; whereas in 1954-55 a staff of two librarians, a consultant in library techniques, and six clerical workers distributed three times as many sets of cards. The cost of the cards is charged at 5¢ per set against the state-aid allotment of the public libraries.

In spite of the fact that the Georgia service does not extend to the preparation of books, it has been considered extremely valuable particularly in two respects: it has enabled small libraries to set up an "adequate index to their collections," and it has "helped to make catalogs uniform so that in the creation of regions the problems of the cataloging in the small libraries are considerably lessened."

In South Carolina, the State Aid allotment increased from \$325 per county for 1946-47 to \$1500 per county for 1955-56. For smaller county libraries in charge of nonprofessional personnel, the State Library Board, as an additional service, has purchased, processed, and delivered books in the equivalent of the allotment which is paid in cash to the other county libraries.¹⁹ These books are delivered completely prepared for circulation.

In July, 1954, the Arkansas Library Commission began the duplication of catalog cards, book pockets, and book cards for public libraries requesting this service.²⁰ Since the Commission does not have an appropriation to cover the cost of supplies, the libraries must pay for the actual costs of cards and pockets. The service is limited to books which have been added to the Commission's collection. In 1954-55, the first year of centralized catalog card service, 4,270 sets of catalog cards and 5,113 sets of book pockets and book cards were distributed.²¹

Based on a recommendation made by the Missouri Libraries Planning Committee in 1953,²² the Missouri State Library offered centralized cataloging service beginning in 1956.²³ The service was started in January of

that year with 29 subscribers including municipal, county, and regional libraries. In working out its plan for furnishing catalog cards, the State Library was aware that it had to meet three requirements: (1) be comparable or cheaper in cost than existing commercial services; (2) be as fast, if not faster, in supplying the cards; and (3) provide a simpler and quicker ordering routine. The procedure adopted is similar to that used in Georgia, with Addressograph equipment being used in both Missouri and Arkansas. The total cost per card is computed at the end of each month; it includes the cost for supplies and labor (State Library personnel on a rotating, voluntary basis). From the fourth month on, the service became self-supporting. Through meetings with the subscribing libraries, an attempt has been made to increase the trend toward simultaneous ordering.

(b) Regional Library Service Center

The Watertown Regional Library Service Center has been in operation since 1948, when it was established as an office of the New York State Library, to offer advisory and supplementary assistance to the public libraries in Lewis, Jefferson, and St. Lawrence Counties in upstate New York.²⁴ Among the services offered free to the participating libraries is centralized processing which includes books only (about 4000 per year); 57 of the 63 libraries in the region are using the processing service, the large majority located in communities under 1,000 population and manned by untrained personnel.²⁵ Another service offered to the libraries is the loan of books from the Center collection which grows at about 15,000 volumes per year. The staff includes two trained catalogers, one typist, one clerk, a multilith operator, and one other person to paste, mark, and cover books.

(c) District (multi-county) Headquarters Library

The proposed "State Plan for Multi-County Libraries in Oklahoma"²⁶ has been developed in connection with an expected direct money grant, partly from the Federal Government, partly from the State, to a multi-county area. If this plan gets into the operating stage, it will be the result of the passage of the Library Services Act mentioned in the Introduction.

The "Immediate Plan for Processing" in Oklahoma foresees the establishment of two multi-county libraries and two or three bookmobiles. All processing—ordering, cataloging, and preparation for the shelves—will be done by the district libraries. In order to cope with the tremendous processing load without delaying the beginning of actual operations, cataloging will be done on a minimum basis by a staff of three, one professional and two clerical. Once the rush is over, fuller cataloging may be done, and the whole operation will be moved to the State Library.

2. *By Contract*

The Sheboygan, Wis., Public Library which is the only large library in the county (there is no county library) provides processing services to three neighboring village libraries.²⁷ The service, which includes purchasing, cataloging and preparation for use, book delivery, and professional

assurances in filing of cards, etc., has been in existence for more than 10 years. The three communities which pay the Sheboygan Library for its services range in population from 895 to 3,599 and could never afford professional service on their own.

Another example of the contract plan exists in Ohio where the Toledo Public Library orders and processes new books for the nearest out-of-county library, Rossford, at a cost of 40¢ per book.²⁸ In addition, the Rossford library makes another percentage payment annually which entitles it to access and use of all of the Toledo Public Library's materials.

Central processing on a much larger scale came into existence in January, 1956 when Wayne and Livingston Counties, N. Y., contracted with the Monroe County Library for this service.²⁹ The three counties serve a total population of 585,212 through 30 member libraries. The central county is Monroe which has had a federated system since 1952. The Rochester Public Library, located in Monroe County, began centralized processing for the 13 participating libraries in that county in June, 1953.³⁰ Both the service to Monroe County and the more recently instituted service to Wayne and Livingston counties have been financed largely through State aid, with nominal county support. The \$10,000 non-recurring establishment grant received from Wayne and Livingston counties was used for the purchase of new equipment for the Rochester Public Library's book processing departments.³¹ The equipment purchased included a multilith machine, a pasting machine, electric typewriters, and book trucks. A Xerox machine was rented to cut down the amount of manual typing.

Centralized processing includes ordering, cataloging, preparation for use, and mending. The contract provides for the acceptance of "the manner and style of centralized book processing and mending including cataloging and classification system and choice and quality of materials used as determined by the Monroe County Library System" and of similar rules and regulations with regard to ordering and mending.³² The contract runs for one year with automatic renewal unless canceled in writing.

3. *By Cooperation*

An exchange of cooperative services on an administrative level is the basis of centralized processing in Salinas, Cal.³³ The program was inaugurated in July, 1954,³⁴ when the Salinas City Library and the Monterey County Library concluded an administrative agreement under which the City Library assumed services to the public (both city and county residents) while the County Library took over all technical processing. Originally, book selection and ordering were done separately.

The Librarian of the Monterey County Library and the Librarian and Assistant Librarian of the Salinas Public Library attended a Workshop on Public Library Cooperation sponsored by the California State Library in March, 1956, and worked as a team on the problem of joint purchasing of books.³⁵ As a result of the survey recommendations and the workshop, cooperative book selection and centralized ordering and purchasing were in-

duded in the cooperative program when it began its third year in July, 1956.

Another example of cooperation which did not get beyond the discussion stage, however, was the proposed "Processing Center for Public Libraries in Southern California."³⁶ The Public Libraries Executive Association of Southern California has been interested in cooperative acquisition and processing since 1951; a survey of six representative libraries gathered information on cataloging practices and processing routines, estimating that centralization might result in a total saving of \$32,400 for the six libraries; at the time of the survey a demonstration pilot project was considered a logical objective. Although the plan for a processing center was revived when the State Library asked for suggested projects which might be incorporated into the State plan under the Library Services Act, the idea has been dropped for the moment since Federal funds were cut and other State projects were considered more important.³⁷

While these two examples of regional processing by cooperation—one achieved and one not—are not sufficient to allow definite conclusions, they do point up the difficulty of working out cooperative agreements involving a great many details when the number of participating libraries is large.

IV. PROCEDURES AND TECHNIQUES

1. *Variations in Processing*

When the Salinas City Library and the Monterey County Library began their joint cataloging and processing operations, the two libraries adjusted their different processing practices (e.g. marking of books, color of book cards, etc.) in order to get the increased volume of processing done smoothly.

After the program had been in operation for almost a year, the librarians of the two libraries asked the State Library to assist with a review and evaluation of the plan. Rose Vainstein, then one of the State Library Consultants, and Anne Ethelyn Markley, Associate Professor of Cataloging and Bibliography at the University of California School of Librarianship, conducted the study and made the following major recommendations:³⁴

(1) Substitution of local cataloging (with the help of LC proof sheets) for use of LC and Wilson card services to avoid delays and catch up with arrears—after duplicating equipment has been acquired.

(2) On the assumption that the function of the catalog in the two libraries is that of a finding list, the number of entries may be smaller and the headings may be simpler in form under original cataloging than with printed cards. This should be checked by a study of the use of the catalogs and a survey of bibliographic and reference tools.

(3) The eleven still existing instances of special handling of city and county material should be reviewed with a view to eliminating them, and the practice requiring the fewest special markings and decisions should be adopted.

2. *Processing Mobile Collections*

The King County (Wash.) and the Los Angeles County Public Libraries have used a new approach in trying to find a satisfactory solution to this problem: the use of IBM machines for the production of branch catalogs.

In the King County Library, individual branch catalogs are made in four sections—Adult Subject Catalog, Juvenile Subject Catalog, a combined Adult and Juvenile Author, and a combined Title Catalog. A list of 189 subject headings was chosen and is considered adequate for the small branch collections, and a pamphlet was produced providing a key to the subject headings. The catalogs are replaced every six weeks; machine-printed invoices in shelflist order accompany shipments every two weeks and serve as the record of change until the next catalog arrives.

Although the IBM machines used in King County have some shortcomings (e.g., they do not print a "period" so that a space in the classification number has to represent the decimal), they have many advantages: they produce book cards and date-due slips, and they enable the library to use duplicate sets of the punched cards for the Locator File and the Branch Holdings File.¹²

In the Los Angeles County Library, the IBM-produced book catalogs include the holdings of the whole library system. The juvenile catalog lists authors, subjects (with more popular headings than the adult collection), and titles in separate volumes. During 1955-56, the 24-volume adult book catalog was placed in all the branches including the smallest station. Adult and children's catalogs will be issued with yearly revisions, monthly supplements, and six-months cumulative supplements.¹³

Since each branch has its own shelflist, holdings can be established immediately, and accurate author-title requests can be sent to headquarters when the material is not at the branch. This has resulted in a drop of subject requests received by the Reference Division amounting to 1,052 under the number received the year before, while at the same time title requests increased. (6,768 subject, and 70,991 title requests were received during 1955-56). The book catalogs are well liked by the patrons—both adults and children—as well as by the staff. The Library feels that it is a great asset to make a listing of the holdings of the whole library system available in all agencies.

At the New York State Regional Library Service Center in Watertown, books from the Center collection are available to the local libraries for an indefinite loan; an extra shelflist card is sent with the books and remains there for the duration of the loan. In a study evaluating the first three years of the Watertown Regional Library Service Center,³⁸ it was found that this practice was considered adequate for the small libraries where the librarian knows the whole book collection intimately; but the medium-sized libraries at Massena and Ogdensburg (with a population of 13,000 and 16,000 respectively) felt that it was unsatisfactory and that they needed full catalog cards—one of the librarians actually makes out such cards.

3. *Centralized Processing without Centralized Ordering*

Processing at the Watertown Regional Library Service Center includes cataloging and classifying (Dewey Decimal), pasting of pockets and date slips, marking of books, but not centralized ordering. This presents several problems: (1) Copies from the local libraries come in singly so that the same title must be handled over and over. (2) Delays may be caused by publishers sending books without indicating for which libraries they are ordered, or by local libraries neglecting to send duplicate order lists to the Center.²⁵

The State Cataloging Service in Georgia faces the same problem as far as the production of catalog cards is concerned (preparation of books is not included in the service). The request for catalog cards is indicated by the local library on the purchase order which is sent in duplicate to the Department of Education. Since the Cataloging Service has no control over the timing of purchase orders for the same title, the duplication of cards for a particular title may spread out over a considerable period of time. By using durable Addressograph metal plates, cards can be run off at any time.¹⁸

In the centralized book processing program for the tri-county Wayne-Livingston-Monroe system, the importance of centralized ordering is fully recognized. In a memorandum dated September 11, 1956 ("Current status of the centralized book processing program . . .") Harold Hacker, Director of the Rochester Public Library and Monroe County Library System, discusses some of the operational problems which had arisen during the first eight months the program had been in operation. The main reason for dissatisfaction on the part of the town librarians was the time lag on the delivery of books. After discussing two of the contributing factors to the delay which were temporary, Mr. Hacker indicates how the town librarians themselves can help to improve production. He points out that centralized processing can work to best advantage only when mass production methods can be applied. This requires the use of check-lists for ordering in the case of all current purchases. Such checklists are distributed bi-weekly for adult fiction and non-fiction and for children's books, and every four weeks for young people's books; in addition, special lists are issued upon occasion.

4. *Methods of Card Reproduction*

Methods of card reproduction by machine processes have received more attention in the literature than any other one aspect of regional processing. If the number of articles describing a particular process is any indication of its popularity—which is by no means certain—it would seem that the Addressograph equipment is used most widely. In addition to its use by Arkansas, Georgia, and Missouri in their catalog card service which has already been mentioned, the Grand Rapids, Mich., and Racine, Wis., Public Libraries have expressed their satisfaction with the use of Addressograph plates for ordering, cataloging, and related purposes.^{39, 40}

The general interest in card reproduction methods as a substitute for printed cards or hand typing was also evident in two workshops which were held in the last two years. One was sponsored by the California State Library in 1955,⁴¹ and the other was a Card Reproduction Workshop sponsored by the Division of Cataloging and Classification at the Miami Beach Conference in 1956.⁴²

At the California Workshop the card reproducing processes described by representatives from libraries using them were Multilith, Addressograph, Mimeograph, IBM, and Elliott Stencil Method. At the Miami Beach Workshop representatives from two libraries using them discussed each of the following machines: Addressograph, Multilith, Mimeograph, and Xerox. The statements include a discussion of use and operation, advantages and disadvantages, and some indication of cost, staff, and output.

Since the use of machines for the duplication of catalog cards in individual libraries is comparatively recent, it seems likely that the preponderance of articles indicating the adoption of one of these processes in preference to ordering LC or Wilson cards is due to their news value rather than to their wide spread. This interpretation seems to be borne out by the results of a survey undertaken in 1956 by the Baltimore Department of Education Library office. In reply to a question on card reproduction it was found that fifteen school systems use a combination of printed cards (Wilson and/or Library of Congress) plus their own cards; ten systems are using card reproduction machinery (Multilith, Mimeograph, Addressograph, Mimeographing, and the Cardmaster or Print-O-Matic); and two systems type their own cards.⁴³ Only an actual survey would reveal whether or not these findings are also representative of the card production practices of public library systems.

It may also be of interest to point out that one of the largest central processing operations, the Veterans Administration, uses the Elliott addressing machine. The two articles describing the cataloging procedures of the V. A. are also valuable for their detailed description of all the processes involved.^{44, 45}

V. SUMMARY

In summarizing the various attempts to solve the problems of regional processing which were found in the literature, the lack of full documentation in most cases makes generalizations difficult. Instead, the range of existing practices will be indicated, and the major alternatives will be pointed out.

1. *Reconciling variations in processing practice.*

Comparing the way in which Monroe, Wayne, and Livingston counties solved this problem with that attempted at Salinas City and Monterey County libraries throws some light on the important part organization plays in overcoming some of the difficulties connected with regional processing. In the three New York counties the solution is incorporated in the contract which provides that the library rendering the service, i.e.

Monroe County, shall determine all aspects of cataloging and processing practice which the other two counties agree to accept. In the Salinas City—Monterey County situation, which is a cooperative undertaking, reconciliation of their different processing practices had to be worked out one by one over a considerable period of time.

This might indicate that in the case of two equals a good deal more is required in negotiations and adjustments than is true when the libraries benefiting from regional processing are smaller and, therefore, not as much in a position to bargain.

2. Processing rotating or mobile collections

This problem exists in county and regional libraries. It has been solved in King County, Wash., and in Los Angeles County, Cal., by the production of book catalogs by way of IBM machines. In the Watertown Regional Library Center operation where only a shelflist card is sent for books on loan from the Center, this was found to be unsatisfactory by the medium-sized libraries. Many of the other libraries mentioned in this report must also use the device of rotating collections. (In his letter of April 25, 1957, Mr. Hacker reported that the rotating collections in Monroe, Livingston and Wayne counties are not cataloged since they do not stay in a library for more than four months.) Since there was no indication in the literature as to whether this created special problems, and if so, what was done about them, it remains to be seen whether the use of IBM machines for the production of book catalogs will spread.

The question may be raised, however, to what extent the wider use of IBM book catalogs, with their simplified cataloging, would actually require double cataloging since there seems to be general agreement on the need for a full dictionary catalog at the central agency in order to do effective reference and inter-library loan work. And if such double cataloging is necessary, how far would it be economically feasible in the many county and regional libraries operating on a shoestring budget?

A related question, to which no answer was found, is the following: when the processing library has a large collection of its own including some research material (e.g. Rochester and Buffalo) to what extent is more detailed cataloging and finer classification necessary for the central collection? And what implications does this problem have for the cost of the regional processing operation?

3. Centralized processing without centralized ordering

Except for Watertown where it was mentioned as an unsolved problem, this question was mentioned only in the Georgia and Missouri write-ups in connection with their production of catalog cards and in Salinas and Monterey County where it has been solved by joint book selection and purchasing.

While there is no doubt that regional processing is most effective when it includes all the technical processes, it seems likely that in order to minimize the duplication of time and effort when either requests for

cards or the actual books come in at different times, a system of card production based on stencils which can be used again and again is preferable to the use of commercial card services. The existence or absence of centralized purchasing is one of the points a library should consider in its selection of the best method for card duplication in its particular situation.

4. *Financial arrangements*

Four types of financial arrangements for regional processing were found in the literature: state aid, combined Federal and state aid, a charge per volume or set of cards processed, and an exchange of service without money transaction.

Examples of state aid, although under different administrative schemes, were found in Georgia and South Carolina, and in New York at Watertown and Monroe, Wayne and Livingston counties.

In South Carolina, the State Library Board does the ordering and processing of books in the equivalent of the state aid allotment for the smaller county libraries in charge of non-professional personnel.

The Watertown Regional Library Service Center, an office of the New York State Library, also provides regional processing as a service in kind: it processes their own books at the request of the participating libraries and lends books to them from the Center collection.

In Georgia, the State Department of Education is able to provide catalog cards at the nominal rate of 5¢ a set by using the state aid allotment of the libraries for making up the difference.

In Monroe, Wayne, and Livingston counties, the contract provides for approval by the Commissioner of Education of the State of New York, and for payment to the Monroe County Library System of a specified amount of state aid received by Wayne and Livingston counties.

The different ways in which state aid has been used to finance regional processing indicates that it may have even greater possibilities when it is used together with Federal aid under the Library Services Act as the Oklahoma plan proposes.

In only two cases was a specific charge per volume mentioned: in the Fort Loudon, Tenn., Regional Library System the charge to the county library boards is 36¢ per volume for the central regional book collection. The Toledo, Ohio, Public Library charges the Rossford Library 40¢ per volume. In Arkansas and Missouri, the State Library provides catalog cards at cost for any libraries requesting them.

The exchange of cooperative services between the Salinas City and Monterey County libraries is an unusual arrangement because it does not involve any money transaction; one library does the processing while the other library provides the public service.

5. *Use of printed cards versus card production by processing center*

Since no clearly-discernible pattern seems to have emerged in this area, the following points are listed as important for libraries to consider when they make a decision on the use of printed cards or producing their own,

and if the latter, on the process which is best suited to their needs and resources: cost of equipment, cost of operation, availability of staff (both professional and clerical), time lag in card delivery, and degree of cataloging detail needed.

This survey of the literature on regional processing strongly supports the need for a systematic first-hand study of regional processing as it exists today which presumably was the reason for the appointment of the Special Committee on Regional Processing. Only such a study will assure that, with the spread of regional processing, the most suitable methods will be adopted so that public library service can realize maximum benefits from this development.

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THAI TRANSLITERATION

A table recommended by the Library of Congress for the phonetic transcription of Thai characters into Roman letters has been approved by the Committee on Descriptive Cataloging for inclusion in the *A.L.A. Cataloging Rules for Author and Title Entries*. It is a compromise between the two official romanization systems promulgated by the Thai government. Like the "general" system which it most resembles, it is not reversible but it avoids the numerous diacritical marks of the "precise" system. This adaptation was prepared especially for library usage. It will be published in a forthcoming issue of *Cataloging Service*.—Audrey Smith, Chairman, Committee on Descriptive Cataloging.

Guidelines for Establishing a Centralized Library Processing Center*

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THE TERM "processing" is here used to include cataloging activities together with order work and the normal physical preparation of materials. A centralized processing center is a single agency which processes materials for a wider group of libraries. This may be, among other types, a library system with its branch or departmental libraries, a central agency such as a state or county library agency, some arrangement among a group of independent library systems whereby they agree to set up and operate such a center cooperatively, or where independent libraries contract to purchase this service from some other established library. Standardization or uniformity of procedures is absolutely necessary to the effective and economic operation of such a center. To quote the Southwest Missouri center, "Standardization of procedures in processing and materials to be used would ordinarily be the toughest hurdle to get over. . . . Even though each library had pet procedures that it had to give up, there was no hesitation in doing so in arriving at a final decision. This gave some an opportunity to do away with procedures they had loathed for some time."¹

AIMS

A clear statement should be made here of the purpose and aims of the center. This could include: the limits of service, (e.g., whether it will include book ordering, whether it will include non-book as well as book materials, whether physical preparation will include putting on plastic jackets, marking books, etc.); geographical limits of service area (regional within a state such as a definite number of counties or library systems, or a certain mileage radius, or even multi-state); limits of kinds of libraries (public libraries only, school libraries only, or public and school, or other combinations).

ANTICIPATED RESULTS

A statement should be made of anticipated results such as: improved catalogs; more efficient service; use of released staff time for enrichment of other vital library services or addition of new services; better use of available professional personnel; possibility of attracting and affording

* Note: This outline was drafted primarily for the use of State library agencies who have asked for information on this subject and who were hoping to include such a project in their State programs for fiscal year 1959 under the Library Services Act.

specialized personnel for such a center when individual libraries could not do so. It would seem wiser not to stress actual monetary savings in the beginning since there may be large capital outlay for mechanized equipment, etc. The service will not cost less, but there is expected to be more and better service for the same expenditure. Prospective members should submit a detailed statement on planned or anticipated enrichment of library services resulting from participation in such a center. Some examples are:

- "1. Concentration of expensive cataloging tools
2. Concentration of able catalogers
3. Shortened lines of communication with corresponding efficiency of administration
4. Greater use of standardized, coordinated rules and practices
5. Elimination of extra revising and editing
6. Greater ease in maintaining a sustained policy in classification and decisions on subject headings."

"Participating libraries have reported that they will utilize released time of professional and clerical staff to perform a part or all of the following:

1. Give added reference services
2. Spend more time on book selection and ordering
3. Spend more time on materials control—records of books in branches, on bookmobiles
4. Enlarge the service area using the same staff
5. Provide added services to library not now possible because of lack of time
6. Improve accessibility of materials through uniformity of procedures
7. Provide for in-service training of non-professional staff members
8. Give additional attention to administrative duties including constant attention to more efficient operation
9. Devote more attention to the condition and evaluation of the quality of the collection
10. Place ephemeral material in usable condition
11. Extend public relations program of the library."

BACKGROUND DATA NEEDED FROM PROSPECTIVE MEMBERS

This data will be used in establishing ordering, cataloging, and preparation procedures. The greater part of the following material has been taken, with minor adaptations, from background material prepared by the California State Library in 1957 in developing a centralized processing center as one project in its State plan under the Library Services Act. In addition, a questionnaire prepared by Evelyn Kocher, a graduate student in the School of Library Science, University of North Carolina, this year, has been very useful. Miss Kocher is doing a study under the supervision of Carlyle J. Frarey, on the interest and needs of North Carolina public libraries for centralized processing.

Statistical and Administrative

1. Number of volumes added last year Number of titles
2. Kind, and number of each kind, of non-book material added last year
3. Number and kind of staff presently in these services (order, cataloging and preparation) Full-time: Part-time:
Total staff time per week in such work Professional Clerical
4. Salary costs for these services Wages
5. Costs of supplies used
6. Other expenses (e.g. service charges on machines; rent, etc.) Specify
7. Percentage of total library budget spent on these services
8. Machines used in these services Identify
9. Do you buy printed catalog cards? What kind?
10. List of bibliographic tools used in cataloging

Questions on Ordering

1. Do you order books on contract or bid?
2. Do you use purchase orders issued by another city or county office?
3. Do you use multiple order forms?
4. What is your average book discount?
5. How frequently do you place orders?
6. Do you have many rush orders?
Are they placed by mail and/or telephone (Underscore)
7. Is much of your ordering done when sales representatives call on you?
8. Do you order very much pre-publication?
9. On the average, how quickly are books received after your order is placed?
10. On the average, how much time elapses between receipt of book at your library before it is ready for use by a borrower?
11. Do you frequently order additional copies of a popular title?
12. Do you order many books on approval?
13. Do you order non-book materials?

Vertical file	Records
Films	Pictures
Film strips	Sheet music

Questions on Cataloging

1. How many new titles did you catalog last year?
2. How many volumes did you add last year?
3. Do you assign accession numbers?
4. Do you keep an accession record? Check
No accession record kept
Accession record kept in book form
Accession record included on the shelf-list card
5. How do you indicate copy when there is more than one?
6. Do you catalog periodicals? If so, are holdings added to cards?
7. What classification do you use? 13th ed. DC? 14th ed. DC? 15th ed. DC? Abridged DC? Other (specify)

8. What subject heading list do you use? LC? Sears? Other (specify)
9. Do you use Cutter numbers? If so, for what groups of materials (e.g., fiction only, biography only, non-fiction only)? Specify
10. If you use Cutter, how do you indicate different titles?
11. If you use Cutter, how do you indicate editions?
12. Do you use the same cataloging and classification for adult and juvenile books?
13. Do you use B or g2 for biography? F for fiction, or no classification?
14. Do you use pseudonyms or real names for current fiction?
15. Do you usually follow LC entries?
16. How do you distinguish subject headings from added entries? (e.g. subject heading typed in red)
17. Do you make added entries for: Joint authors? Illustrators? Editors? Translators?
18. Do you use publishing date or copyright date if they differ?
19. Do you use "size" in collation?
20. Do you use symbols for the following types of books? Please indicate the symbol

Mysteries	Easy books	Stories by one author
Westerns	Books for young adults	Stories by several authors
Science fiction	Foreign books	Other (specify)
Juvenile	Short story collection	

21. Do you catalog non-book material?

Vertical file	Film	Film strips	Tapes	Records
Pictures	Sheet music		Other (specify)	

Questions on Physical Preparation Methods

1. Where do you paste?
Book pockets
Book plates
Date slips
2. Do you use an automatic charging machine which eliminates the use of date due slips?
3. Do you use a charging system that requires various colored book cards to indicate branches, member libraries of a county or region, or departments within the main library? How many?
4. Do you paste blurb in book? Where?
5. Do you use plastic covers?
6. If you use plastic covers, how do you show the call number?
7. Do you cover or reinforce some paper bound books in any way?
8. How do you do your lettering?
How many inches up the spine do you write your call number?
Do you use: white ink Black ink Gold
Labels Other (specify)
9. Where do you put the call number inside the book?
10. Do you shellac or lacquer books? Spine only? Entire book?
11. Do you write price, source, etc. in book? Where?
What price do you use: list price net price? Other (specify)

12. Do you put book price on book cards?
13. How do you indicate: Over-size books?
Non-circulating reference books?
Special collections, e.g., local history?
14. How do you show ownership?
Perforations? Stamp? Where?
15. How many books a year do you rebind?

DECISIONS TO BE MADE AND PROCEDURES TO BE ESTABLISHED

Administrative organization

An agency of State Library? Contractual arrangement between a group of libraries? etc.

Extent of service

Book and non-book materials

Ordering (not selection) through complete physical preparation.

Anticipated volume of work

Establishment of policies and procedures: (Questions given above will help to identify areas for standardization.)
Order work
Cataloging Physical preparation

How much and what kind of mechanization

What kind and size of quarters

Size of staff needed Job descriptions

Estimated cost of center

Insurance

Fire and extended coverage including vandalism and malicious mischief on contents of the processing center including books of member libraries.

Transportation floater policy covering member library books from time they are received at the center until they are received by the member libraries.

Sources of support and the distribution of cost among participating libraries

Distribution of completed work

Frequency Manner Cost

Provisions for maintenance of shelf list(s) and catalog(s)

Provisions for recataloging when needed

Procedures for rebound books

Provision for regular evaluation of center and necessary revision of administration, procedures, etc.

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Georgia State Catalog Card Service

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THE STATE Catalog Card Service in Georgia is centralized cataloging on a state level. It is a part of the state aid program to schools and libraries through the request of librarians, and it operates within the Division of Instructional Materials and Library Services of the State Department of Education. At the present time it regularly furnishes thirty regional public library systems within the state with catalog cards. Books are processed only as a special service to new regions coming into being, or in some cases to established regions that have undertaken service to additional counties, in order to help them to serve quickly the new areas. The public library systems in Georgia are called regional systems when they consist of two or more counties; some of the regional systems cover five counties. Forty-nine county-wide public library systems also use the card service.

At the end of the last fiscal year, seven hundred and seventy-two individual schools and two county school systems were requesting the state cards. While the Service was set up to furnish catalog cards only for books being currently purchased through state channels, it gives special service to some school libraries by furnishing catalog cards for uncataloged collections. These schools are the elementary schools in a system where the high school librarian is being paid by the state on a twelve-month basis to organize central libraries in the elementary schools, and to act as a library consultant to the elementary schools throughout the year.

State aid funds permit the purchase of library materials by public and school libraries through a central office in the Division of Instructional Materials and Library Services. The purchase orders are sent to the Division in duplicate; and if state catalog cards are wanted, the request is written in the heading of each page of each library book purchase order. The notation n.c. for no cards in the column to the left of a title prevents the sending of cards for duplicates. A special column for sets of cards insures any number of sets that may be needed by a library.

In the bookkeeping office of the Division the cost of the cards to the public libraries is charged against their allotments at five cents per set. The schools match their state aid funds with local money, and they figure the cost of the cards at five cents per set in the total cost of the order and send in one third of the total cost. The remainder is charged against their allotments in the bookkeeping office. Cancellations are cared for through substitute orders on which no charge is made for cards. When state cata-

log cards are requested on an order, the duplicate of the order is sent to the Catalog Card Service after the bookkeeping is completed. The requests for cards are filled from this duplicate copy of the purchase order.

The catalog cards are made up in one form. The content of the cards and the form used were planned by a committee which consisted of librarians representing large and small school and public libraries, the Emory University Library School, and members of the Division staff. The classification, the title, subjects, and other cards necessary are indicated on the face of the unit card. The librarians who receive the cards type in the subject headings and the classification numbers of their choice. A manual of instructions accompanies the first order for cards to assist librarians and their clerks in assembling the cards. Cross reference cards are not furnished. The *Manual for Adapting and Using Catalog Cards* suggests that users of the state cards check the dictionary section of the *Standard Catalog for High School Libraries*, the *Children's Catalog*, or *Sears List of Subject Headings* for subject headings as they are used in order to help keep them consistent and for cross references. The *Sears List of Subject Headings* is adapted by the State Catalog Card Service for use as its master list.

One card for each title that has been cataloged is filed alphabetically by author and, among other uses, these cards act as a name authority file. The author's name as it appears on the title-page is accepted as the name under which the book is entered, except in the case of minor variations such as the addition of a personal name, or the spelling out of personal names when initials have been used for other books. After the title the names of all the authors as they appear on the title-page are added, up to three authors, but analytics are not given for the second and third authors. Editors' names are omitted unless they really add to the understanding of the book as in some Shakespeare editions, and illustrators' names are omitted except when they help to distinguish between editions of well-known children's books.

Information about editions is omitted, and the copyright date is relied upon to indicate up-to-dateness of material. The imprint consists of the publisher's name as it appears in the H. W. Wilson Company catalogs, and the latest copyright date. Collation does not appear except when there are volumes to be shown.

Added subject hearings are given for biographees in the case of collective biography, but otherwise a set of cards does not include content and subject analytics. Additional cards, however, may be requested at one cent a card.

Classification numbers are never carried beyond two places after the decimal. One card for each title of non-fiction that has been cataloged is filed by classification number as an aid in classification. All polices adopted in using classification numbers are written on cards in this file with numerous cross references.

The books are delivered directly to the libraries by the jobbers and publishers; and the catalogers use the books being received in the Divi-

sion, bibliographical aids, and the book stores and libraries in the area for information. This year the Service began to subscribe to the Library of Congress catalog card proofsheets because the growth of the libraries in the state was being reflected in their book selections to the point that the catalogers began to need the help of other catalogers with special fields of knowledge. The proofsheets have helped considerably in improving the quality and speed of the cataloging.

The search for books, or sufficient information about books, that do not come directly to the cataloger, can consume a great deal of time. The book purchase orders carry selection sources for each book. Dates and page numbers are given for sources in periodicals. Since many of the public library systems order books before publication, the *Bulletin* from Virginia Kirkus' Service is used as a basic tool. Work slips are typed for each title in each issue immediately upon its arrival. Thereafter all other book reviewing media used by the Card Service and the Publisher's Weekly are checked against the work slips. The Library of Congress proofsheets which are received in cut form are filed with the work slips, and the *Library Journal* Reviews-On-Cards go in the same file. The new books arriving in the Division are cataloged as soon as they arrive, and the work slips go in the same file. The original work slip is made according to a prescribed form by a typist who also does the checking and filing that follows. When book purchase orders arrive with titles that need cataloging, usually the cataloger can take care of the new titles rather quickly. With a backlog of almost 60,000 titles cataloged, the older books do not often present a problem.

At the present time the Catalog Card Service has two catalogers and a consultant in library techniques. One cataloger is responsible for administration, for writing the policies and decisions, the often detailed explanations concerning classification and subject headings that are being used, and for unusual problems that may arise in the cataloging. The other is directly responsible for the clerical personnel and for cataloging the titles that do not offer difficulties beyond the usual. This cataloger is taking care of ninety per cent of the cataloging for the Card Service as a result of the carefully-worded policies and detailed explanations. For the last three years the average of the titles cataloged a year has amounted to four thousand three hundred and thirty. The administrative cataloger is carrying on the same kind of work for the reference collection catalog as she does for the Catalog Card Service, and the supervising cataloger sees that her typist orders the Library of Congress catalog cards for the reference books and does any necessary typing in connection with the reference catalog.

There is a senior clerk who immediately supervises the clerks who are filling the orders for state catalog cards. This person is trained to answer many of the questions that arise during the processing of orders and keeps the supervisory duties of the cataloger from becoming too heavy. This clerk checks the orders after they have been processed and picks up the catalog cards for titles that have been cataloged during the processing of

the order. She is responsible for the flow of work, for the performance of the processing clerks, and for the training of new ones.

A clerk-typist acts as secretary for the Catalog Card Service and takes care of the mailing of the cards. She types the summary sheets that give an accounting of the cards for each order. The summary sheets list the out-of-print titles, the waiting-for-publication titles, and any other notations that need to be made about the titles or the cards. She keeps the records of the orders and of the number of the requests on hand for cards.

There are five processing clerks. If the estimate of the sets of cards being requested shows that the work load is becoming too heavy for the regular processing staff to get the cards out without undue delay, past workers are called in from their housekeeping duties for emergency jobs. During the last fiscal year over 213,000 sets of cards were sent out. It appears that this year the amount will run around 230,000 sets.

Two Addressograph machines, Model 1955VV, are used in the Catalog Card Service for printing the cards. One Graphotype machine is used to cut the information on the metal plates from which the catalog cards are printed, and Addressograph cabinets house the metal plates.

Each processing clerk has a desk and a cabinet for metal plates. Each cabinet holds the metal plates that have been cut for the titles of certain publishers, and the plates are filed first by publisher, then by author, then by title. This method of filing has been successful because the clerks are working from book purchase orders that are arranged in like manner. In this situation the clerks do not get in the way of each other, and the titles become familiar more quickly to the clerks to whom they belong. The familiarity brings speed in handling.

The processing units form a processing line. With the book purchase order at hand the clerk in the first unit pulls the metal plates for the titles that are being requested from her particular publishers. She runs the plates through the Addressograph machine and prints the cards, she packages the cards in glassine envelopes, and checks them off on the orders. She reports new titles that need to be cataloged, and sends the orders on to the next unit. The cards are filed on preparatory shipping shelves. No catalog cards are stocked except for those titles that are purchased through subscriptions.

The file that contains one card for each title that has been cataloged and that is used for a name authority file, is also called a control file. It tells when titles have gone out of print and when plates have been discarded. It also locates the position of the plates in the current, inactive, and in the OP files. The OP files are being kept for a while because of their possible use in caring for uncataloged collections. Once a year the files of metal plates that are masters for catalog cards are checked, and only current and active plates are kept by the processors' desks. The OP titles are marked at that time and are not considered at any other time of the year.

The State Catalog Card Service is "going on" fourteen years old. It was thought best to begin the service in a small way and to judge from

experience its value and practicability. It started out in the fall of 1944 with one cataloger, one typist, and one hand-operated mimeograph machine. It was to furnish catalog cards to the two hundred or more school and small public libraries that had expressed their interest by sending in applications for the service.

An application for the service is required. To be approved it must show that the library will furnish a standard approved catalog cabinet, that the librarian or assistants to the librarian will be allowed time in library hours to complete the information needed on each card and to file the cards, and that arrangements will be made to give instruction in the use of the card catalog to insure its maximum use by library patrons.

The contrast between the 1944 staff of one cataloger and one typist and the 1958 staff of two catalogers, seven clerks and one typist, along with the number of sets of cards distributed in a year, indicates much about the growth of the library program in the state. In the first full fiscal year of 1945-46 the sets of cards sent out amounted to 38,387; in the 1956-57 fiscal year 213,412 sets were distributed.

The development of more school and public libraries and increased expenditures for books have caused the growth of the State Catalog Card Service. Along with the libraries for which the Service works, it has had its growing pains. The goal of getting the cards to the libraries before the books arrive is often gained but sometimes lost. Flu, love, marriage, and babies play havoc with our timing now and then, but the morale is high.

The centralized cataloging has helped to make catalogs uniform so that in the creation of regions the problems of the cataloging in the small libraries are considerably lessened. In the schools the Catalog Service has meant at times the difference between an indexed or unindexed collection. The cost of the cards and the ease with which they are obtained often make the difference to the administrator in his willingness to allow for their purchase. Once in use the cards demonstrate the value of a card catalog. The state cards have made the organization of materials in beginning elementary school libraries a much easier task. Their simplicity seems to be a reassuring factor to teachers and pupils. To everyone the ease of ordering and using the cards has meant precious time for service.

The Editors Recommend:

"The Way of an American University Library: Impressions of an Exchange Librarian," by Sheila Daniels. *The Library Association Record*, 60:4-6. January, 1958.

This is an interesting experience—seeing oneself through another's eyes. Among this English cataloger's comments is this: "There is a shortage of librarians and in particular cataloguers in the United States, and it is interesting to speculate upon how professional librarians are to be attracted to cataloguing; for while, in all parts of the country, job analysis has so standardized the work and the training that new-comers can be quickly fitted in, it has also reduced the interest in cataloguing, which, at the best of times, has never been very popular in the United States."!

The Columbia River Regional Library Demonstration

DOROTHY CUTLER

Library Consultant,

Washington State Library, Olympia.

THE COLUMBIA River Regional Library Demonstration is a creation of the Library Services Act. When state and federal funds became available as a result of the passage of the Library Services Act, the Washington State Library Commission selected the five county area of North Central Washington for a demonstration program. Of the five counties four have no rural library service. The fifth, Chelan County, has been operating as a rural library district since 1945, and in 1954 the city of Wenatchee joined with it to form the North Central Regional Library. This library is the largest and best stocked of the whole region. In addition the area contains 17 libraries varying in size from small community club libraries of a few hundred volumes to one of 12,000 volumes.

In planning for the demonstration the staff of the State Library has included a cataloging project which is a radical departure from the usual method of card catalogs. We are preparing to produce book catalogs.

In the State of Washington, King County Library, Seattle, has pioneered with using IBM machines to make book catalogs for their various outlets. It is a well known fact that the mobility of the book collection in a county system is of paramount importance. In county and regional libraries in the State of Washington from 60-70% of the book collection is moved annually. In such an operation the maintenance of card catalogs for each library in the system creates additional and time-consuming burdens on the headquarters staff to keep the catalogs accurate and in good condition. The experience of the King County Library has been that IBM book catalogs provide up-to-date- and accurate holdings of each branch, regardless of size, without hampering the mobility of the book collection. Other advantages of the book catalogs are: they eliminate the necessity of investing in card catalog furniture; they save clerical time at headquarters such as typing cards, invoices, etc.; and most important they save the time of headquarters librarians and branch and branch personnel in adding and withdrawing catalog cards in the branches. Library personnel freed from these tasks by the IBM-produced catalogs can perform other more vital library services.

Los Angeles County Library has taken the concept of IBM catalogs and adapted it to fit their needs. Their book catalog contains the holdings of the entire library, so that each branch, no matter how large or how small, will have a listing of the total resources of the library. Catherine MacQuarrie, Chief Catalog Librarian, Los Angeles County Public Li-

brary, has written an article on their IBM catalog (*Library Journal*, March 1, 1957) which explains in detail their operation.

In planning the IBM project for the demonstration, the State Library has decided to pattern its catalog after Los Angeles instead of King County. We have had the unusual opportunity of establishing an absolutely new library. All materials and equipment had to be acquired, and policies established where none had existed previously. Once the decision was made to include an IBM book catalog as a part of the demonstration, our book acquisition pattern was geared into the eventual preparation of the catalog. The end result will be a catalog containing the holdings of the entire library. The collection will be listed by author, title, and subject, with separate volumes for the adult and juvenile books. Each library participating in the demonstration and the bookmobiles as well, will have a copy of this catalog. In addition, so that the library patron will know which of the titles in the catalog are located in his library, each book sent to the library will include a simple shelflist card. If the book desired by the patron is not in his library, an accurate author-title request to headquarters with full information will speed up service by return mail.

A brief outline of the procedures for preparation of the catalog follows:

1. The official shelflist card is the source document from which the IBM cards are punched. It contains the subject headings assigned to each book and the code number for each subject.
2. Cards are punched by an #026 IBM Printing Punch, one card by author, one by title, and one for each subject assigned to the book.
3. Cards will be accumulated in alphabetical order by author, title, and subject.
4. When this process is complete, these cards will be shipped to the IBM Service Bureau Corporation in Seattle to be run through the #407 IBM Tabulator, which will print multilith masters.
5. Masters will be returned to the Columbia River Regional Library, Wenatchee, and pages of the book catalog will be duplicated on a Model 80 Multilith machine.
6. Pages will then be assembled and bound, and the catalogs distributed.

Present plans are that the first edition of the catalog will contain only the books acquired by the Columbia River Regional Library; it is hoped that future editions can include the holdings of the other major libraries in the region. Present plans also include the preparation of periodic supplements to each edition, cumulated for one year when another edition will be published.

As this is being written, the demonstration is only partially underway. All the efforts of the staff are being put to the ordering and processing the necessary book stock in order to begin the library service program more fully by summer. The IBM Printing Punch machine is due to be delivered in June, at which time the process of punching will begin. Before the end of the year, we hope to see the fruits of our labor in the form of the book catalog.

Central Processing Unit

ROBERT S. AKE

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Connecticut.*

THE ESTABLISHMENT and operation of Connecticut's Central Processing unit was made possible by the use of funds available to the Connecticut State Department of Education's Bureau of Library Services under the Library Services Act. The unit was set up with both present and future needs in mind. The unit now processes books for three separate book collections: the Central Book Collection (housed in the same room as the Central Processing unit), the Library Service Center in Middletown (a branch of the Bureau) and a relatively small Traveling Libraries Collection loanable to rural schools (housed in the State Office Building in Hartford). For the fiscal year 1957-58 the Central Processing unit is processing somewhat over \$40,000 worth of books. As more state Library Service Centers are developed, the unit will process materials for them.

The Central Processing unit, which is housed in rented quarters in the basement of the new children's wing of the East Hartford Public Library, began operations on July 15, 1957. Prior to that time equipment had been purchased and installed, about \$10,000 worth of books had been purchased and delivered, supplies had been procured and there were even problems ready and waiting.

Connecticut's experience in setting up a Central Processing unit is possibly unique in one respect. The first branch of the Bureau, the Library Service Center in Middletown, had been established nearly two years before the money was available to set up the Central Processing unit. It was necessary to reproduce the Center's catalog of about 30,000 cards which was to serve as a beginning of a union catalog for all books to be purchased by the Bureau in the future. This reproduction was done photographically by the Xerox process at a cost of about \$1500 and has proved an eminently satisfactory method.

Once the reproduced catalog was available, processing was able to begin. After a few trials and many errors, the following procedures were developed:

Once a book is ordered for the Central Book Collection, the Library Service Center, or the Traveling Libraries Collection, the Central Processing unit is so informed and cards are ordered—the vagaries of Connecticut's purchasing regulations are such that books which are ordered are all but certain to be received so that there is little danger of having cards and no books. At present Wilson cards are ordered when available and Library of Congress cards are ordered for all others.

When both books and cards are in hand, the books are classified and sent to the typist. The typist completes the catalog cards, makes call number labels for books with jackets, and types out pockets and book cards. Experience here indicates that processing five or more copies of a book justifies use of a Multilith machine for the completion of pockets and cards (each book has one pocket and two cards with the same information on both).

When all cards and pockets are completed, the work is revised and the books are given final preparation. The pockets are pasted in, plastic jackets are attached, and books without jackets have the call numbers stamped on them. For pasting pockets, a Potdevin label paster is used; and for pasting on the jackets, a Potdevin edge coater is used. These two machines are approximately 60% faster than hand pasting. For stamping the call numbers on books an Altair stamping machine is used. The Multilith machine purchased for use by the Central Processing unit (as well as for other general purposes) is Model number 750.

The present staff consists of a cataloger, two full-time clerk-typists and two student assistants, each of whom works about 7½ hours weekly. From July 15 through March 15, 8070 volumes had been processed; of these, 4885 were duplicates.

California State Library Processing Center Under Library Services Act

MARGARET W. THOMPSON, *Director, Processing Center*

THE PROCESSING Center of the California State Library is an outgrowth of a request for a service center made in 1953 by County Librarians of the Mother Lode area of California, but it was not until 1958 that funds allocated by the Library Services Act provided the means to make the idea a reality.

The fiscal 1958 allotment of Library Services Act funds for the Center was \$60,000. In January 1958 the Center staff began work on the methods and equipment for complete processing of library materials for sixteen library participants in central and northern California.

The libraries range from Siskiyou County on the Oregon border to Inyo County on the eastern slope of the Sierras. In fact the State Library in Sacramento is more than two hundred and fifty miles from the northernmost library at Yreka, and over three hundred miles from the Inyo County library at Independence in southeastern California.

The plans for the Center anticipate a three year period of operation during which member libraries will not be required to make any payment

for participation. Cataloging and processing books will be the first task of the Center with book selection and expenditure of book funds remaining the responsibility of local librarians. The Center staff plans to process non-book materials once the routines have been established.

Participating librarians will be able to undertake enrichment of their services with time released from cataloging and processing. Membership is voluntary and includes those libraries who applied early in the planning of the Center.

In February all participants in the Center met at a two day Workshop on Federal Projects at the California State Library. The Director and Cataloger of the Center have also visited each one of the libraries of the Center to become acquainted with the individual procedures and requirements.

Duplicating equipment will be in operation in July 1958. The Center plans a practice run for two of the participating libraries before going into full scale operation.

Centralized Processing — Missouri Style

BRIGITTE L. KENNEY

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COOPERATION among libraries and centralization of certain processes are topics which librarians talk about whenever they gather. The recent expansion of library systems, increasing cost of operations, emphasis on more diversified services—all these make the streamlining of library work desirable in the interest of better service and economy of operation.

Centralized technical processing is frequently mentioned as one way of achieving savings in time and money. An interesting and unusual experiment in this kind of cooperation is reflected in the Southwest Missouri Library Service, Inc.,* a non-profit corporation formed by ten librarians in Missouri. It was created to provide cataloging and physical preparation of books and other materials for their libraries.

MEMBERS

The Southwest Missouri Library Service, Inc. was formed by library administrators; their libraries contract with it for service. It began operation on October 1, 1957 with ten members; the number has since in-

* An article on the founding of the Southwest Missouri Library Service, Inc. by Williard Dennis appeared in the December 1957 issue of the *Missouri Library Association Quarterly*. Reprints of this article are available from the Executive Secretary of the Resources and Technical Services Division, 50 E. Huron St., Chicago 11, Ill.

creased to twelve. Membership is open to public libraries in Missouri, with preference given to those in the immediate area. At the present time two city libraries, four regional libraries, and six county libraries participate. They are: Barry-Lawrence, Barton County, Boonslick Regional, Christian County, Greene County, Joplin Public, Livingston County, Newton County, Southwest Regional, Springfield Public, Stone County, Trails Regional. Most of them are located in the southwest section of Missouri. Initial contracts run for three years; this period was agreed upon by members to insure stability of the operation.

FINANCIAL SUPPORT

Ten libraries contribute from 1.4% to 26.6% of the center's budget. Each library's contribution is based on the relationship between its budget and the combined budgets of all members. Thus, if Library A's budget for the year is \$10,000 and the combined budgets of all libraries \$100,000, Library A's contribution to the center is 10% of the center's budget. Two libraries which joined later pay 50¢ per book until July 1, 1958, at which time the total budget will be re-evaluated and each library's share newly assigned.

The Center's budget for the first year was set at \$10,000; a figure which has proved to be quite realistic. However, establishment of the center would not have been possible without substantial help from the Council on Library Resources, Inc., which made a grant of \$4000 to be used for purchasing equipment.

EQUIPMENT

The center purchased the following equipment before operations began:

Elliott Addressing Machine	Two book trucks
IBM electric typewriter	Table on casters
Moistening device for stencils	Card bin
Stencil storage cabinet	Bates Numbering Machine
Mechanical typewriter	Four 36" units of shelving
Potdevin pasting machine	Stamp rack
Two desks with chairs	Card clamp for typewriter

In the future several other pieces of equipment must be acquired. These include:

- Two 15-drawer catalog cabinets
- Filing Cabinet
- Work table
- Table to hold card trays
- Mimeograph machine

THE CENTER

Staff at the Southwest Missouri Library Service, Inc., consists of the administrator, who also does all cataloging, two clerical assistants (one

with some professional training), and a high school student who performs routine duties on a part-time basis.

The Center is housed on the ground floor of the Springfield Public Library, which provides quarters rent free. Shelving was given by the Springfield Public Library, and in exchange the Center provided tiling for the floor.

During the first four months of operation (October 1, 1957 to January, 1958) the Center processed the following materials for member libraries:

	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>
Volumes processed	561	805	2460	1809
Titles cataloged	217	297	294	296
Filmstrips cataloged	0	0	54	0
Sets of catalog cards made	252	370	1302	724
Sets of book cards and pockets made	561	805	2144	1809

PROCEDURES AT THE CENTER

Ordering: Although ordering is still done independently by each library, certain procedures have been standardized to insure smooth operation of the Center. Libraries use custom-printed multiple order forms which provide complete bibliographic information about the title ordered, name of library, and the number of sets of catalog cards wanted. There is also space to insert the library's classification number where the title is already owned and the order is for additional copies or replacement. The notation "added copy" is also typed on the form in such cases so that the Center may block out classification number on the cards made for this library and the library may add its own number after the book is received.

The original copy of the order form is kept in the orders outstanding file; the second and third copies go to the Center (yellow and green in color); and the last copy is sent to the jobber. Jobbers send shipments directly to the Center and a copy of the invoice is enclosed with the shipment. A duplicate invoice is sent to the member library to be retained until the approved invoice is received from the Center.

As soon as the duplicate order forms arrive at the center they are checked against the file of existing stencils which were made for titles previously cataloged. Two sets of stencils are maintained: one for catalog cards and shelflist, the other one for book cards and pockets. Stencils for titles previously cataloged for other libraries are pulled, and the yellow order slip is clipped to them. The cards are then ready to be duplicated, a process which will be described in detail later.

If the order is for a title for which a stencil has not yet been made, the yellow slip goes into a master file where all order slips, regardless of source, are kept together alphabetically by author. The green order slip is placed in another file, arranged by library, so that it is easy to tell at a glance what each library has on order or in process.

In the yellow master file, duplicate titles are clipped together so that all cards for all copies of a book may be run together. (No attempt has

been made to induce librarians to order new books at the same time. The administrator of the Center states that added copies which have to be processed at a later date do not entail an appreciable delay since the stencils are already prepared.)

Cataloging: Very little original cataloging is done at the Center. The cooperative is fortunate in having the use of a set of *LC Author Catalogs* for the period 1948-1956 and LC proofsheets from 1956 to the present. Both tools are on loan from participating libraries. After July 1, 1958 the Center will pay for the LC proofsheets. For titles copyrighted earlier than 1948, the card catalog of the Springfield Public Library is available, which contains LC cards almost exclusively. Almost all early titles processed at the Center may be found in this catalog.

The kind of cataloging done varies with the type of book. For fiction a short form is used giving author, title, publisher, date, and (on the shelf-list only) price. Juvenile fiction is prepared in the same manner except that grade levels assigned are somewhat more specific than usual. These were decided upon in response to the desire of member libraries and are as follows:

<i>Age</i>	<i>Grade Level</i>
E (10-8)	to 3
J (9-11)	4-6
JH (12-15)	7-9
Y (15 up)	10+

Non-fiction cataloging is somewhat more detailed. In addition to the information provided for fiction, paging, illustration statement, and, in some cases, series notes are given. Tracing for subject headings (but not for titles) are made on the lower part of the main entry card. Analytics and black added entries are seldom made.

Subject headings are taken from LC proofsheets and the LC catalog. The fact that most member libraries had used Sears subject headings before has not created serious difficulties. Cross references are also provided, although it is somewhat difficult to determine these since their earlier use by member libraries cannot be ascertained. However, librarians have indicated their pleasure with the provision of cross references by the Center. A subject authority file is maintained at the Center and a record made on each card for which library the particular heading was used.

The author's name as it appears on the title page is used in all cases. If libraries do not wish to use pseudonyms, they make changes after books are received from the Center. Cutter numbers were used only in two libraries when the Center began operation, and one of them abandoned this practice. The other library adds them after the books are received from the Center.

The Center catalogs filmstrips, films, and recordings as well as books for member libraries. Such materials as art prints, microfilm, and other occasional items are not processed at the Center.

Workflow: After assigning classification number and subject headings from the proofsheets or other tools, the yellow slip, which bears all cata-

logging information, goes to the typist, who prepares the stencils on the electric typewriter. The stencil (attached to the yellow slip) then goes to the operator of the Elliott machine, who inks it. Since it takes several impressions to saturate the stencil properly for the first time, a proof slip is run off at this time and checked by the librarian for accuracy. Since member libraries use various colors of book cards and the number needed by each library varies, a card bin was made to speed up operations. This is an upright, shallow, open cabinet with compartments the size of cards and pockets. Each compartment bears the name of a library and contains a stack of cards of a certain color or pocket which bear the library's imprint. The operator lines up all pockets first to be prepared in one work run. Book cards are next made and immediately placed in their proper pockets to avoid confusion. The stencil for the catalog card is then put in the machine, and catalog and shelflist cards are prepared. They are also placed in the pockets so that the whole set stays together at all times. (Prices are typed on the catalog card stencil but are blocked out for catalog cards.) Yellow order slips which have followed along with the stencil until now, are removed to a special drawer where they are kept until the end of the month, when they are used to determine number of cards run for each library, the number of titles cataloged, and similar statistical information.

The catalog card sets are then given to the typist for addition of title and subject headings. The completed sets are placed in boxes (arranged alphabetically by author) which bear the member library's name. There they await arrival of the books.

When the books are received, they are checked off the invoices. After errors, if any, are noted, the invoices are immediately mailed to the member libraries. Librarians correspond directly with jobbers about wrong editions, titles, etc. The Center holds the title in question until further notice from the librarian.

Green slips are pulled from member library's order file and are placed inside the book, where they remain until the book arrives at the library. Ownership is stamped on the title page, and it is then shelved on deep storage shelves (alphabetically by author). Each section of shelving is labeled with the name of one member library. If the cards are ready when the books arrive (and most of them are) the pockets are pasted in. A Potdevin pasting machine is used for this purpose which applies paste around the edges of pockets. The machine is placed on a work-table with casters so that it can be rolled along the shelves. Electric outlets have been put at the base of each section of shelving so that the machine can be connected where needed. Thus the books are only handled twice—once when they are taken off the shelves and again when pockets are pasted in. They are then ready to be numbered; an operation which is performed right on the same worktable. When the Center began operation many libraries were using accession numbers; others copy numbers. An identification or serial number was decided upon which was started at 200,000. This figure was chosen because no library had as many as 200,000 volumes, and it would therefore be suitable for all members. Another type of number,

much shorter and less cumbersome, is under consideration. It would start with an annual prefix, e.g., 58-1, 58-2, etc. So far no satisfactory numbering machine has been found but efforts are being made to locate one, and when it is found the numbering system will be changed. After the identification number has been stamped on title page and book pocket, the books are ready for shipping. No further physical preparation is done at the center; member libraries do their own lettering, apply plastic book jackets, etc. Most books are sent by truckline, although a few have been mailed.

COMMENTS

Many of the procedures which member libraries had been using were abolished when the center began operation. "Sourcing," stamping of secret page, writing of classification number on verso of title page, and other operations were no longer considered necessary. Some of the librarians who felt such processes were needed still apply them after the books arrive. Special concessions are not made at the center, however. (One exception to this is the library which requested that one shelflist card be made for each copy of each title cataloged. This is done at the present time since it does not cause too much trouble to run two or three extra copies of a card.)

All member librarians were interviewed three months after the service began. Although there were some problems and criticisms of specific routines (several mentioned the need for rush books to receive special handling; others requested small changes in cataloging) the consensus was that these were "growing pains" which could be eliminated by consultation and cooperation from both the administrator of the center and member librarians. Approval of the project was unanimous, and many librarians expressed delight with the quality of cataloging done and especially with the time saved.

Cost figures will not be available for this project until the end of the first year's operation, at which time a critical evaluation will be undertaken. Meanwhile, it can be said that this example of cooperation is working well and that it may indeed serve as an example for similar enterprises elsewhere if a group of librarians is willing to compromise and work together.

BIBLIOGRAPHY OF MEDICAL REVIEWS

Thirteen months after the publication of the experimental *Bibliography of Medical Reviews*, 1955, Volume 2 made its appearance in August. In the interim, ample evidence of its acceptance was accumulated to warrant the continuation and expansion of the venture as a regular annual publication of the National Library of Medicine. Copies are available from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., at 60 cents each.

The internal format and arrangement of the second volume remain about the same as before. Complete entries including the bibliographic reference and translation of foreign title, appear under the various subject headings derived from the *Current List of Medical Literature Subject Heading Authority List*;

(Continued on page 195)

Centralized Technical Processes in a County Library

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THE CENTRALIZED Purchasing and Processing project of the Weld County Library was established in an effort to help the school libraries meet accreditation standards. Also, it was believed that the school teacher-librarian's time could be spent more advantageously in working directly with students rather than in cataloging and other processing, especially since she usually had little or no training in these techniques. The program was opened to all of the small public libraries in the county, primarily to help them buy more books with their limited budgets.

In the spring of 1955 a meeting of school administrators and teacher-librarians was held at the county library. Although the plan was presented as a possibility for 1956, the response was so eager that a trial project was set up for the summer of 1955. It was suggested that a maximum of four schools be used as "guinea pigs," but eleven asked to participate and were accepted.

Basically, the plan set up in 1955 has remained unchanged, and three years of experience have proved it workable and satisfactory in most respects. Routines have, of course, been improved each year.

The original plan called for a book exhibit to be held in February or March. This was impossible, of course, in 1955, but exhibits have been held each year since. Books for exhibit are borrowed from publishers and jobbers, who have proved most cooperative, even letting the books remain each year until after the CP&P orders are in. They have also agreed for the exhibit to be arranged by subject rather than source. Books are sent on memo-invoices and transferred later to regular accounts. Experience has shown that the exhibit fulfills its purpose more satisfactorily if the titles to be exhibited each year are selected by the library staff.

As exhibit books arrive, the invoices are checked and the books are marked inside the front cover as to ownership and grade or subject classification. The classifications this last year included western history, science, family books, adult reading, and grades 1-3, 4-6, junior high, high school fiction, and high school non-fiction. After the books are marked, slips in triplicate are typed for each. Information on the slips includes author, title, publisher, list price, and date of publication in the usual form plus the classification (1-3, Wes) in the upper left-hand corner and the source (CNC, Har) in the upper right-hand corner. These slips are then used to set up three files: author, classification, and source.

The exhibit is open for ten days, and the county library staff is available for help in book selection all of the time. After the exhibit, the books are re-grouped by source and alphabetized. Each group is checked against both the invoices and the slips in the source file. At this time the county library chooses the titles from the exhibit which it wishes to purchase. The invoices and source slips are marked "Sold WCL" and the rest of the books are stored by source groups in alphabetic order.

An outline of the procedure for ordering books under the CP&P plan is available at the exhibit, and it is also mailed to all participating libraries after the exhibit. It is accompanied by an explanatory letter giving the deadline for orders wished for fall delivery. Since the library is still limited in the facilities and staff available for CP&P work, it has been necessary to ask that the bulk of the orders be placed for summer processing. However, a number of special orders have been accepted each year.

Printed order cards are furnished by the Weld County Library with spaces indicated for the number of copies wished, the name of the library ordering, the list price, author, title, edition, publisher, price and date. There is also a space to be left blank for the source, date received, cost price and accession number. These order cards are to be filled in by the individual librarians as completely as possible and turned in in alphabetic order. A letter of authorization for the purchasing and processing of the books must also be received from the superintendent or public librarian.

As each set of order cards is received, it is checked simultaneously against two files. First the exhibit file is checked. If the title is there, the source file is checked to see if the book has been sold. If it has not yet been sold, the source slip is marked "Sold to (name of library)," the order card is filled in with the source, the date received, the cost price, and then set aside. If the book has already been sold to another library, the order card is verified from the exhibit file. The second file checked is the master CP&P file which is an author file of all books purchased at any time through this program. If the title is in the master file, the name of the library ordering is stamped on the back of the card and "MF" is marked on the order card. A different color of ink is chosen each year to identify the date of the order.

Since the orders are not limited to the titles that have been on exhibit, many have to be checked in the current *Publishers' Trade List Annual Index*. Any missing information is completed, and o.p. titles are put aside to be returned to the library.

Completed and verified order cards are then filed in one alphabet in a file of "Books to be ordered." The order cards which have been filled from the exhibit are used to pull the titles from the shelves of stored books. The name of the purchasing library is pencilled inside the front cover, and the exhibit invoice is marked with the name of the library. The books are put in one alphabet to wait for cataloging, and the order cards are filed under the name of the library ordering.

When the deadline for orders is passed, and all of the orders have been checked and verified, the exhibit invoices are cleared. Three lists are sent

to the publishers and jobbers who have participated. One list is of the titles sold to other libraries, and it asks for an invoice directed to Weld County Library, CP&P. The second list is of the titles sold to the Weld County Library, indicating a regular invoice. The third list is of the titles being returned, and these books are boxed and shipped at the same time, with the county library paying the return postage.

Before the orders can be typed, the alphabetic file of "Books to be Ordered" is checked against Wilson's *Checklist of Sets of Catalog Cards*, and the number of sets to be ordered is indicated on the first order card of each title. The source for ordering is also decided upon and indicated on this first card.

Gaylord multiple-order forms are used for ordering. The number of copies of each title to be ordered is determined by the typist by checking the order cards, and the number of sets of Wilson cards is indicated in the space reserved for an LC card number: W-2 sets. Of these forms, one slip goes to the jobber or publisher, one goes to H. W. Wilson for catalog cards if they are available, one becomes the record of books on order by publisher, one is a record of the Wilson order, and the last card becomes the master file card. On the reverse of this heavier card the name of each library ordering the book is recorded.

Letters are sent with each order asking that the invoice be alphabetical by author if possible, that out-of-print items be cancelled and reported, and that later editions be substituted if available. The suppliers are also asked to keep all invoices for CP&P separate from other Weld County Library invoices, and to cancel all orders not filled by September 15.

Incoming shipments of books are checked against the invoice, the master file and the order cards. On the invoice, each title is marked with the name of the library ordering. The library name is checked on the back of the master file card and the cost price is filled in. After the source, date of invoice and cost price are added to the order card, it is pulled from the file of books on order. If the book has been cataloged in previous years, the classification number is pencilled on the title-page as it appears on the master file card. The name of the library is pencilled inside the front cover of the book, and the books are filed in one alphabet with all others received awaiting cataloging.

Before the order cards are filed under the name of the library ordering, each corresponding invoice must be checked. Sheets are set up for each supplier which show the date or number of the invoice, the division of cost according to library ordering, and the total amount of the invoice. The total cost price as indicated on the order cards for each library must equal the division shown on the sheet, for these sheets are used for billing purposes.

The cataloging for CP&P has been made as simple as possible. Wilson cards are used whenever available, and the typed sets use the Wilson form. Classification follows the Standard Catalogs (for schools) and the Wilson cards, with some adjustments according to the 15th edition of Dewey. A master shelflist giving classification, author, and title is used to help keep

the classification uniform. Sears' list of subject headings is used as a guide. No Cutter numbers are assigned. All copies of a title are cataloged at once, with the classification number being pencilled on the title-page and the author entry underlined. The classification number is also entered on the master file card if the title is a new one. The catalog cards (with the classification indicated and the subject headings checked,) and the work slips for typed sets are refiled immediately in alphabetical order, rather than traveling with the books.

Regular pockets, book cards, and date due slips are used, with all copies of a title being prepared at one time. The jacket is removed and inserted inside the pages of the book without the blurb being removed. Labels are typed on Dennison Pres-a-Ply sheets using the classification and the last name of the author. The books are sanded lightly where the label is to be placed, the label is pressed on and covered with a coat of Magic-mend for protection. The work is checked for errors, and the books are sorted according to the library ordering, again being alphabetized within each group. After most of the books have been prepared, the alphabetic files of catalog cards are all adapted and typed at once. An extra shelf-list card is typed for the master shelf-list, if it is a new title.

Since state accreditation requires the use of an accession book, all of the school library books are accessioned. The titles are typed in each school's loose-leaf accession book. The number is written on each order card and stamped with a numbering machine on each book pocket, card and title-page. The corresponding catalog card set is pulled from the alphabetic file, and the accession number added to the shelf card. Catalog cards are also pulled for the public library books, and all of the books are property stamped. The county library has purchased property stamps for each participating library in order to have them available at any time. As a last step, the catalog cards are checked, sorted, and arranged in shelf and dictionary catalog order for each library.

This year a subject heading authority file has been set up to make possible subject cross-references. At present this is limited to the school libraries' catalogs and to "see" references. Future plans call for the addition of "see also" references. Each school library's file of catalog cards is checked against this subject file, and any subject new to a particular school is added to the file. Code letters are used to indicate the schools having each heading and the cross references made for each school. The necessary "see" references are then made and added to the school's catalog cards.

The books and catalog cards are delivered to the libraries by a member of the county library staff, so that necessary explanations may be made. This is especially important when the librarian or teacher-librarian is new in the county. At the same time, the bill is given to the superintendent or public librarian. The cost to the participating libraries includes the actual cost price of the book, the cost of all supplies used, and the pro-rated cost of the clerical labor used in processing. This year the library board and librarian decided to add five cents per book to cover those costs not easily determined, such as those involved in the depreciation of equipment. The

supervisory and professional time used is considered part of the county library's services.

The library's original order cards accompany the statement of charges. Since source and cost have been added to these cards, they serve as a verification of the bill presented. All invoices are kept on file at the library.

The cost per book last year was sixty-five cents: thirteen for ordering, forty-two for preparing, and ten cents for catalog cards. By taking advantage of the larger discount received by the Weld County Library on most orders, the libraries received their books completely processed for less than the cost would have been to them individually.

The financial arrangements have been kept as simple as possible. The decision of the county commissioners in 1955 to allow the Library to set up a Special Fund on which it could write warrants and to which it could add deposits, facilitated matters greatly. All invoices billed to Weld County Library, CP&P are paid from the Special Fund which has separate warrants and a separate bookkeeping system. Each library pays its total bill with a single warrant, and that money is deposited in the Special Fund, actually making it a revolving fund. The depositing of school book membership fees and lost book payments provides the necessary working funds.

In 1957 the Weld County Library ordered and processed almost 2,000 new books for school and public libraries in the county. An additional benefit of the plan has been the weeding and cataloging of already existing school libraries. A few have been done each year until now most of the twenty-three high school libraries in the county are completely processed.

An evaluation of the program would have to separate school and public libraries. The six small public libraries in the county have been slow to participate, believing that the plan would be of no advantage to them. The school libraries, however, have been most enthusiastic on the basis of increased economy, more accurate cataloging, and especially more released time for the teacher-librarians to give other library service.

Plans for the future include the hope that the program may grow until it will employ a full-time staff member, enabling the acceptance of orders of any size at any time during the year.

BIBLIOGRAPHY (Continued from page 190)

cross references are not restricted to those in the *Authority List* but are provided generously. The overall size of the issue is substantially greater with about 1800 review articles cited as compared with 1100 articles in Volume 1. In both volumes, all material was culled exclusively from journals indexed in the *Current List of Medical Literature*.

Volume 3, published in June 1958, includes review articles published in all of the current journals received by the National Library of Medicine. It contains approximately 2900 references to review articles in clinical and experimental medicine and allied fields, arranged by subject, and with a separate author index. The price of Volume 3 is \$1.25.

David Judson Haykin

1896-1958

He counselled youth and so was ever young;
His blend of useful learning and high wisdom
He shared with all he worked and played among.
By countless courtesies and deeds of kindness;
By thoughtfulness, natural, sincere;
By loyalty to comrades and to country
He won respect and love, friends far and near.

THESE words of Laurence C. Staples which were part of a simple memorial service for David Haykin at All Souls Unitarian Church, in Washington, on May 6, 1958, characterized Dave superbly for the host of his friends who were present. Perhaps his only important quality not suggested here was the delightful sense of humor for which he was well known.

Dave's sudden death on Sunday, May 4, came as a shock to everyone, even to those who knew about his coronary attack on April 22, because his recovery seemed to be progressing satisfactorily, and it was expected that he would be receiving visitors within a few days.

Through his numerous publications his name was known to librarians around the world. He contributed articles to most of the national professional journals in this country, to *Libri* and to the *Indian Librarian*. His *Subject Headings, a Practical Guide*, published in 1951, was translated into Japanese and was widely reviewed in American, English, Norwegian, Italian, and Dutch periodicals. At the time of his death he was working on a subject heading code for the establishment and application of subject headings to supplement his earlier volume.

His professional career was the subject of an article by Verner W. Clapp in the Fall 1957 issue of *Library Resources & Technical Services* and need not be described here. It can not be repeated too often, however, that Mr. Haykin's success in the field of technical processes was largely due to his catholicity of interests, broad reading in the field of the natural sciences as well as the humanities, and his extensive knowledge of languages: Latin, Greek, Hebrew, German, French, Russian, Spanish, and Italian. The talent for sharing his great knowledge with his colleagues, which concealed the pressure under which he worked for many years, and his participation in local and national library association activities will be sorely missed. It will be a source of satisfaction to his many friends, however, that he was honored at the last annual conference of the American Library Association he was to attend by the award of the Margaret

Mann Citation in Cataloging and Classification "for nationally distinguished leadership in the systematic development of subject cataloging and classification as author, editor, lecturer, and consultant." The citation closed with the tribute "You have promulgated scholarly ideals for which the profession will always be indebted."

David Haykin's optimistic last words were characteristic of the man: "It looks as if it were going to be a beautiful day."—*Lucile M. Morsch, Deputy Chief Assistant Librarian, Library of Congress.*

The Archives of American Art: A Manuscript and Microfilm Collection Requiring Unusual Techniques for Control

ARLINE CUSTER, *formerly librarian,
Detroit Institute of Arts, Research Library,
and Archives of American Art*

THE STUDY and appreciation of American art have been slighted until recently for a variety of reasons. In the last few years this attitude has changed, and with this belated appreciation has come the discovery that much early material has been lost and that what remains is buried in widely-scattered collections, making research both tedious and costly.

The Archives of American Art was created to boost this awakened interest and to alleviate the problems of research. It was developed almost overnight in June, 1954, by the efforts of E. P. Richardson, Director of the Detroit Institute of Arts, and a young collector of art, Lawrence A. Fleischman, of Detroit. The organization is maintained within the framework of the Detroit Institute of Arts and its Research Library. Although the Archives is housed in the Research Library and its director and secretary are also professional staff members of the Institute, which is a department of the City of Detroit, all its collection, equipment, and personnel are supported by private funds. The trustees and organizational officers of the Archives are citizens selected from all areas of the country and from all walks of life. Solicitation of funds is widespread, but the officials were naturally pleased with the splendid local interest. In the first year of operation more than \$10,000 was contributed by approximately 150 individuals in the Detroit metropolitan area. Up to that time this was the widest and biggest response that the citizens of Detroit had ever made to a single appeal for an art research or maintenance program.

The announcement and development of the plan of the Archives met with enthusiastic approval from art scholars, archivists, and librarians.

Libraries and public and private manuscript collections were thrown open for research and facsimile reproduction; artists, their families, and collectors were happy to find a responsible home for the records of which they had not previously known how to dispose; dealers dug out stored material which had formerly had no market and offered it at reasonable prices. The application of scholars for information and for permission to use the Archives showed a vital interest in its formation. The Archives in its plan, purpose, and development is bringing together important material, organizing it for convenient use, and opening it to qualified scholars.

The basic plan, as announced in a brochure in August, 1954, which has been followed successfully with but little revision though with some interpretation, is essentially as follows:

The Archives of American Art is established for the purpose of collecting in one central place original records of American painters, sculptors, and craftsmen. These records may be original letters or notebooks; unpublished notes of historians or correspondence of art dealers; documents of an ephemeral nature and difficult of access; reproductions, by micro-filming or other processes, of such records preserved permanently in other collections; in other words, whatever may throw light upon the arts in America. No restrictions of period or place are intended, since the aim of the Archives is to assemble everything that will ultimately make the collection an effective center for research in American art.

The Archives will not compete with, or replace, existing collections or libraries, but rather will enlarge their usefulness. No organization in this country attempts to bring together such documents on a national scale. We are creating a complete working collection of documentary material for the convenience of the special student and for the stimulation of serious study of our artistic history. To the individual library, it provides a duplicate record in case of loss or destruction. (Microfilm copy also protects the original from repeated handling.) To the student it offers an appreciable saving of time and money.

The Archives consists of the following material:

1. Original and secondary material. (Manuscripts, letters, notebooks, records, sketchbooks, clippings, announcements, exhibition catalogs, membership lists, card files, etc.)
2. Other printed material. (Directories, biographies, monographs, art auction sales catalogs, publications of societies and institutions, periodicals and other printed items concerning American art.)
3. Microfilm or other exact copy of any of the above types of material.
4. Photographs of works of art.

The Archives is composed of five different sections:

1. Artists (defined as painters, sculptors, printmakers, and craftsmen such as silversmiths, ceramists, glassmakers, cabinetmakers and woodcarvers; only the anonymous crafts are excluded, since the Archives is organized around recognizable individual names).
2. Collectors.
3. Dealers.

4. Critics, historians and art personalities.
5. Museums, societies, and institutions.

The records of Groups 2 and 4 are selected largely as they pertain to American art; those of Group 5 are concerned with American art and artists, rather than with the records of the institutions as institutions. [A practical interpretation of this point has enlarged it to include material on institutions or organizations concerned with teaching art to Americans and/or collecting American art, for example the Pennsylvania Academy of the Fine Arts in Philadelphia and the Whitney Museum of American Art in New York.] In general the Archives emphasizes the collection of material around names, that is artists' names, dealers' names, etc.

The time scope of coverage in the Archives is from the landing of the first Europeans to date. This excludes native Indian art unless the artist is known by name.

The epithet "American" is intended to cover North America through the colonial period; after the American Revolution, the scope is confined to the United States. An American artist, according to the Archives, is one

- (1) who was born in America, or
- (2) who was born elsewhere but who worked in America.

The second definition includes individuals who lived in this country and did work which contributed to its artistic life.

The base was made as broad as possible, and arguable definitions were avoided (such as, "Who is an artist?"). Practice has proved this a wise course, because it permitted interpretation and choice in specific situations. It will be noticed that the prospectus omits architecture and folk art. In practice, even these have been admitted, especially in gifts of material and in the microfilming of "collections." The founders were hesitant to announce such a broad base, and were later surprised to receive more criticism for these omissions than for the staggering breadth of the scope. The decision for the exclusions was based on the fact that significant research and publication had already taken place in them, and in addition that folk art with its non-individualistic creation did not fit into the over-all pattern of collecting by names. Also in practice the Archives found itself concentrating on craftsmen in the specifically "artistic" crafts. This had two justifications: (1) many of the workers in the other crafts are not known by name; (2) the field of manual skills is so vast that some form of concentration is a practical necessity.

It should also be noted that, although the outline includes the collection of photographs of works of art, concentration to date has been on microfilm, and work on this category has been postponed for the present. However, the Research Library has a respectable photograph collection of American art, and current gifts of photographs continue to enlarge it. In this connection it should be emphasized that the Archives is a collection of the *written* records of American artists and does not include their artistic production. There is a fine distinction between sketches as written records of the artist and as part of his artistic production. So far this distinction has been based in individual cases chiefly upon the amount of

word description accompanying the sketches. Sketches with text are added to the Archives, and sketches as art are added to the graphic arts collection of the Detroit Institute of Arts. In either case the material is available for study, since this is merely an internal housing distinction. The point, however, should be underscored, because the Archives is not a collection of American art, but in its field plans to acquire everything, while the Detroit Institute of Arts maintains a selection of representative art from all cultures and periods, and makes no attempt to cover American art comprehensively.

The Archives has an impressive procurement program. Book, pamphlet and periodical acquisition, added to the Research Library's section on American art, has already reached significant stature. Comprehensive coverage is intended. Manuscripts, singly and in collections, have been acquired in gratifying quantities. Scholars will be surprised at and delighted with the quality when the organization of materials reaches a point where the doors can be thrown open. But the unique feature of the Archives is the gathering of reproductions by microfilm of American art material buried in libraries, public and private institutions, and personal collections. The word "buried" is used advisedly, because, even in carefully cataloged collections like that of the Historical Society of Pennsylvania, the fact that specific items concern art or artists is not indicated, and in institutions like the Pennsylvania Academy of the Fine Arts, which in 1955 celebrated its 150th anniversary, there are extensive files of unindexed materials.

The method of research to determine what should be microfilmed is adapted to each specific situation. For example, research in a cataloged collection uses the catalog first for American art subject headings, proceeds from that to check the catalog against lists of American artists, and from that to following other leads and techniques practised by all researchers. Research in an institution requires constant decision as to the research value of various types of files maintained. The Archives microfilmed all of the records (correspondence, lists of students, finances, records of exhibitions, gifts, sales, committee and board minutes, etc.) of the Pennsylvania Academy of the Fine Arts from its beginning in 1805 to about 1892, and many special files thereafter. The sheer volume of the records at this academy is such that they are most difficult to consult. In fact, its historical records may well be easier to consult on microfilm in Detroit than in the original in Philadelphia. Archives officials would like to think so, at least! The lines of coverage are the result of the skill of the Archives' researchers and the experience and advice of the staff of the specific organization.

Acquisition of material from each area of the United States is planned and is designed to be finished within fifteen years. After selecting the Philadelphia area for the pilot project, the Archives was fortunately able to secure the services of Charles Coleman Sellers, eminent art historian and scholar, to launch the work, and then to have it completed by Frances Lichten, authority on folk art and decorative art. These two scholars have

a thorough acquaintance with the artists and resources of the Philadelphia area and were enthusiastically received wherever they went. In approximately seventeen months they selected material and supervised the making of 94 rolls of microfilm from eight major and several smaller collections. This reproduces for the Archives all the obvious, as well as many other, resources on American art in the Philadelphia area. Miss Lichten continues her efforts, and is now attempting to find minutiae and to uncover hidden sources.

The work in Philadelphia demonstrated that microfilming was a satisfactory method of reproduction, proved that institutions and individuals were pleased to give their material wider usefulness, formulated patterns of ownership protection and identification, and displayed generally the importance and feasibility of the Archives plan. Although it was intended to cover a Middle Western or West Coast location at the conclusion of the pilot project, the services of Mary Bartlett Cowdrey became available in New York at the time planned to make a move. Miss Cowdrey is an art historian with an impressive background in research and publication and an intimate association with the New York area, which she began to cover for the Archives in December, 1955. There she found a repetition of the cooperation and interest shown in Philadelphia. Miss Cowdrey made contacts with ten or twelve of the major institutions in Manhattan, Brooklyn, and Newark and developed a tentative schedule to cover them, but was delayed by the great quantities of exciting material in the New York Public Library. In the first thirteen months she supervised the production of 79 rolls of microfilm, at which point she had not finished searching the holdings of either the Manuscript Division or the Fine Arts Division.

It is probable that work will be started soon in either Cincinnati, Saint Louis, or Kansas City, and will run concurrently with the New York program, in order not to delay the over-all timetable for completion of the major collections in the country.

Since its founding, the Archives of American Art has reported its activities in *The Art Quarterly*. Each issue of this journal devotes a section to reports describing important accessions, the progress of research and microfilming, organization and staff matters, and documentary notes on American artists and craftsmen. Occasional articles and statistical reports appear also in the *Bulletin of the Detroit Institute of Arts*.

Microfilm

When the microfilming program was set up, there were few precedents to follow. Fortunately a commercial microfilmer was found in Philadelphia who grasped the basic needs, and who was experienced enough to help devise a roll and frame arrangement which, with a few minor revisions, covered all of the situations which arose. Respectful credit is due to T. Wistar Brown, President of Microsurance, Inc.

First, it was necessary that each roll be identified as the property of the Archives, that it be numbered for both storage and bibliographic identification, and that each frame within the roll be separately numbered like

the pages of a book. Each roll began with a statement of ownership and production, e.g., ARCHIVES OF AMERICAN ART/DETROIT INSTITUTE OF ARTS/1955/ PHILADELPHIA/ BY MICROSURANCE INC. Rolls produced in a designated area were given a consecutive number, preceded by an initial representing the area. Actually the Philadelphia rolls did not carry the letter, although "P" was used in all the cataloging and bibliographic references to them. "N" was used for New York. This system had the advantage of keeping the accession numbers small, and of grouping the film together as were the originals, at least by area, if not by institution.

Second, it was desirable that the ownership of original material be clearly shown on the film, and that any restriction of use be definitely stated and attached to each item so that it could not possibly be overlooked. The fact that so much of the material was in the form of single sheet items forced the decision to identify each exposure, or frame, with the owner's name and address, restriction statement (if any), and the roll and frame number.

It was also felt that it would be helpful if the end of each item were marked. At first a triangular-shaped card lettered "End Item" was used for this purpose, but later this was replaced by a blank piece of gray paper a half inch wide and twelve inches long which photographed as a perpendicular bar.

Circumstances vary, but many items were accompanied by catalog cards or descriptive notes which were laid beside the documents they described and were copied with them. Miss Cowdrey found it convenient to type lists of the artists included in each "collection" in the Manuscript Division of the New York Public Library. Each list was then filmed with the collection which it covered. It is pleasing to note that the New York Public Library decided to microfilm Miss Cowdrey's lists for its own use as a calendar of the American artists in its manuscript holdings.

By October 1, 1957, the Archives had produced 217 rolls of film covering manuscript, printed, and miscellaneous materials. Of the first 160 rolls approximately one hundred consisted of short items, one to ten pages each. With about 1200 exposures per roll, this amounted to 120,000 frames, almost all of which had to be cataloged separately. Handling such large quantities in this form called for streamlined techniques. The book and book-like items presented no special problem and were given full library unit-card cataloging.

After careful study of the pattern of information in the "individual item" material, it was concluded that there were eight essential elements to be described:

1. Name of the artist, dealer, or other person primarily concerned, as author, as addressee, as collector, as subject referred to. In most cases this name should be the "main entry."
2. Other names.
3. Resumé or short description of the contents of the document.
4. Date of the document, if any.

5. Collation or description of the physical piece.
6. Form, e.g., manuscript, handwritten transcript, typescript, photocopy.
7. Owner or location of the original.
8. Location in the Archives collection.

This formidable list of essentials would be expensive to complete according to usual library procedures, and the staff therefore studied methods for utilizing the microfilm form itself. Microtape was selected as the best solution. This is a name registered by the Microcard Corporation of West Salem, Wisconsin, for the process of printing positives from microfilm on photographic paper without enlargement and backing it with an excellent self-adhesive. The cost is relatively low, and it is convenient to handle, coming in rolls with a protective backing which strips off readily.

Microtaping (the manufacturer may not approve of this use of the registered name as a verb) is unfortunately not entirely self-cataloging, but the completeness of the microfilm frame arrangement provides all the requisite elements mentioned above except numbers one and two. These, however, are established fairly easily. Each document is scanned for the selection of main entry. The name chosen is typed on a lined 3x5-inch catalog card. The Microtape is then clipped and the item mounted on the card. Reference cards are made for other names involved. It would be pleasant to be able to say that that is all there is to it, but, of course, it is not so simple as it sounds.

Cataloging Microtape

As background for describing the processing of the microfilm it should be stated that the Archives holds the negatives in a separate, protected place and has positive microfilm copies for use. In addition to the positive copy of all microfilm, Microtape is made from rolls or parts of rolls which contain consecutive runs of short items which are to be clipped and used as catalog entries. The cataloger reads a positive copy of the microfilm and makes notes for a typist who works with the Microtape. A magnifying glass is all the equipment needed to be certain the right Microtape frame is being handled. The tape is suspended in a holder arranged to separate self-adhesive tape from its protective backing.

The specialized and scholarly nature of the collection and the pressure of work forced the adoption of several basic conventions for cataloging the material Microtaped: (1) limit entries and headings to *names* found in the documents, that is to signers and addressees of letters, to authors of memos, invoices, etc., and to artists named within documents; (2) accept names as written with very little, if any, searching or checking; and (3) in addition to the name entry for each craftsman make a subject entry for his craft, e.g., Silversmiths.

The name selected for the main entry is typed across the top of a 3x5-inch card, and the document itself in the form of a frame or series of frames of Microtape is mounted on the card. The name selected for the

main entry is usually the writer of the document, but it may be any other name on it, especially if one of the other names is that of an artist.

Three by five-inch cards hold two rows of tape with space at the top for a couple of typewritten lines. Ruled cards are stocked to aid in lining up the mounts. The first frames mounted are placed in varying positions over the surface of the card to avoid bulging the file in one spot. Additional, or extension, cards are added and numbered consecutively as needed.



The card which carries mounts, hereinafter referred to as the "Microtape card," is considered the main entry. It not only has the most complete cataloging information, but it bears the complete text. To be read (except for the typed headings) it must be removed from the file and placed in an enlarging reader. The necessity of removing the Microtape card from the file for reading posed the problem of recording in some way the frames mounted on it, (1) for replacement in case of loss or damage, (2) for information on entry and holdings if the card is in use, and (3) for facility in refiling cards which have been removed. Credit goes to Louis B. Wright of the Folger Shakespeare Library for pointing out this need and also for suggesting the solution: a card listing the roll and frame numbers. A colored card was chosen to distinguish the "record card" from other catalog entries. A blue card is made for each Microtape entry. It carries the main entry wording across the top and roll and frame numbers identical with those on the mounted Microtape. For mounts on extension cards the number of the card precedes the identifying number.

The numbers are written in a row separating the roll number from the frame number with a colon. The blue record card for the Microtape entry for Arms, John Taylor, could read like this: P10:29-33/ 2 P10:34-42/ 3 P10:43-52.

Added entries for Microtape cards are essentially references to the text on the mount. The name not chosen for main entry is typed at the head of a card. This is followed by the phrase "see Microcard." Below that are listed the Microtape cards where that name will be found in the text. This is a sample: Hays, May B./ see Microcard/ Arms, John Taylor, card 1, P10:32/ Levy, Florence N., card 5, N15:103-105. Microtape added entries (or references) are not traced, and it is to be hoped that this procedure will remain satisfactory. There is no reason for these cards to be removed from the file, except for the addition of information, and it is believed that the time saved will far outweigh the instances of loss or inconvenience.

Microreproduction Readers

Microtape cards have to be removed from the tray for reading and study. They are "charged" by the substitution of a colored card which is tall enough to project above the file. At present a Microcard reader is being used to read the Microtape, but it will be replaced when a more adequate reader is available. This machine does not permit reading a whole frame representing a standard typewriter page size of 8½x11 inches without rolling the card back and forth to scan each line. Most of the Archives microfilm is on 35mm. film with ratios ranging from 9:1 to 16:1, and opaque readers are not calibrated to so large a ratio.

For continuous microfilm reading the Archives staff has enjoyed the use of Griscombe portable readers. In addition to being moderately priced, this reader projects the page image on a paper surface which quite realistically approaches the normal reading of ink on paper, whereas most of the elaborate and costly readers show the image from the rear through a glass screen. The Griscombe folds into a small case and can be carried like a portable typewriter. It can be set up on any table and the mechanism is not too complicated to be used by amateurs. Since the best image is produced in a fairly dark place, the Institute carpenter constructed from plywood a three-sided, covered booth placed around a 24x40-inch table. The surface of the table was adequate to hold the Griscombe at the left, the reading surface in the middle, with note-taking space at the right. A small, covered lamp was attached at the right to illuminate note paper or books in use with the microfilm material. The booth was painted black on the inside and on the outside matched the decor of the room.

Special Reading Room

The Detroit Institute of Arts is in need of additional space for the library, museum staff offices, and exhibit areas. The Mayor ordered the Institute to study space requirements, and in the fall of 1956 tentative

floor space needs were under consideration by the city architect. The best solution seemed to be to build a separate office and library building and convert their former space in the old building to exhibition galleries. In the new building the Research Library and the Archives of American Art would require more than 55% of the floor space. Further intensive study will be required to complete the plans for the special and unusual needs of the Archives microfilm and Microtape card reading arrangements. The Archives staff suggested for consideration a semidark reading room for consulting microreproductions, a room with no overhead lighting but with indirect lighting directed to the floor for safe movement as well as supervision of the collection. The room should have study carrels equipped with both opaque and transparent readers, a writing surface and shelves for a small group of books; it should be adjacent to the Archives catalog, and near the Research Library catalog. It is anticipated that the catalog will be very extensive, because it contains the Microtape cards as well as all the other cards for both printed and manuscript material, either in the original or on microfilm. Electric outlets should be available at intervals for the ready magnification of Microtape material for selection before removal and study. For the best protection of the Archives collection it should be in a guarded and supervised area separated from the Research Library and museum staff offices.

Cataloging

In addition to the Microtape cards and their subsidiary cards described above, there are several other kinds of cataloging required to describe fully the Archives material.

At present, books acquired for the Archives are processed by the Research Library, and both cards and books are interfiled with the Library holdings. Serials also are handled by the Research Library, and, since this is a large, growing collection, it was decided to augment the Library's holdings with any original pieces acquired by the Archives and to add serials in microfilm form to the Library's holdings record. The majority of serials in an art library are the publications of art institutions, groups of publications such as handbooks, reports, bulletins, catalogs of recurring exhibitions, etc. (General serials with distinctive titles are shelved in a group by title, and a complete holdings card record is also maintained by title.) The American Art Institutions Collection (foreign art institutions are treated similarly but are outside the subject of this paper) is shelved by the name of the organization and secondarily by the title of the series. The card record of holdings follows the same pattern. The microfilm reproductions are usually of issues lacking in the original sets. Microfilm items are noted on the holdings records by roll and frame number.

The publications of American art institutions were considered so important for the work of the Archives that all cataloging was delayed for several months in the summer of 1956 while 5800 author (issuing body)

and title cards were copied for the Archives catalog, referring to the separate file in the Research Library for holdings.

The publications of American art auction houses and art dealers also receive the combined Library and Archives special treatment.

Printed books and pamphlets on microfilm are given regular library cataloging: unit cards are reproduced by mimeograph, and Library of Congress subject headings are followed. Manuscript book and book-like material follows a similar pattern. "Collections" of manuscripts and manuscripts in general follow the rules for cataloging which have recently been organized and published by the Library of Congress. Manuscript letters which do not happen to be Microtaped are described and reproduced by the unit card form, and the eight points noted above as required are incorporated in the description.

All catalog cards and serial records for material on microfilm carry the microfilm roll and frame number which is the location symbol. The catalog cards include information about the microfilm: size, negative or positive, number of frames, etc., and the ownership or location of the original.

Before the writer left the Archives, in the fall of 1956, a system of filing and notation for the Archives manuscript holdings had not been formalized. Serious consideration was given to microfilming the entire collection and cataloging from it. Offhand this seems extravagant, but it has definite advantages which in the long run might be cost-saving. A few of these points are: safety from theft, protection from wear and tear, elimination of need for stamping or otherwise marking proof or identification of ownership, elimination of costly public-access storage space in favor of dead storage, to say nothing of the advantages of uniform catalog treatment.

Filing Arrangements in the Card Catalog

It was not difficult to decide that, insofar as possible, all Archives catalog cards should be in one alphabet. The exceptions have been noted above and it is to be hoped that eventually these also may be drawn into the one file. It was discovered as soon as a few hundred cards had been produced that filing the variety of types of cards that could be made under one entry was going to require some arbitrary arrangement to avoid utter confusion. The pattern evolved follows this sequence: (1) information cards, i.e., cards showing history or relationships (father-son, cousins, dates of founding of organizations, changes of names, etc.); (2) books, alphabetically by title; (3) letters, undated, (a) blue Microtape record card, (b) Microtape cards, (c) all other cards for letters or letter-like items arranged alphabetically by first significant word or name following entry; (4) letters, dated, (a) by date, (b) identical dates subarranged by roll and frame number.

The catalog contains entries for artists, art personalities, art organizations, authors (personal and corporate), titles and subjects. In addition to these entries, headings are made for the crafts when the item being

cataloged is known to refer to a particular craft. For example, the account books (1733-1739) of Joseph Richardson have a subject card, SILVERSMITH. Painters, sculptors, and printmakers are not specified. The cards for the crafts will be incomplete because of the policy of limited searching.

An important Archives category is brought out under the form heading, AUCTION SALE CATALOG. Auction records are extremely helpful in art research, and librarians and scholars have been fortunate to have Harold Lancour's *American Art Auction Catalogues, 1785-1942*. Mr. Lancour has not worked on this list for a number of years, but he has been very much interested in this microfilming project. Half a dozen or so titles which escaped his vigilance have already been discovered. The Archives plans at some later date to publish in microform the complete texts of the catalogs of American auction sales.

A limited chronological file of manuscripts in the Archives is being made from extra cards of the manuscript material cataloged by the unit treatment, which, unfortunately, excludes the material Microtaped. So far it is useful only as a curiosity, but it may have other important possibilities. The earliest American entry in the file is dated 1682. It lists sixteen craftsmen arriving by ship from England. The men are named under their various categories: "cooppers, carpenters, bricklayers, talors, bruors," and so on. Among the arts are mentioned clock makers and silversmiths.

The Archives contributes cards to the file of American imprints before 1876 which the Research Library has maintained for many years. This file was recently consulted by David R. Weimar in connection with the project of microfilming texts of early printed materials for the use of college students. Mr. Weimar recognizes the usefulness of the Archives in the introduction to his *Bibliography of American Culture, 1493-1875*.

Contributions to Union Lists

The Archives catalog is the final, complete authority for Archives holdings even though, so far as possible, it reports its holdings to all of the appropriate union lists and catalogs, so that scholars may have as direct an approach as possible. Cards are contributed to the National Union Catalog at the Library of Congress for all printed material cataloged by unit cards. Cards are sent to the Philadelphia Bibliographical Center and Union Library Catalogue for publication in the *Union List of Microfilms*. Cards are prepared and are being held for a proposed national union catalog of manuscripts. Records of serials are maintained for the *Union List of Serials*.

Research and Publication

Research cannot help but be stimulated by the mere existence of the Archives of American Art. In good time the Archives plans to sponsor research in its collection by offering scholarships or grants-in-aid leading directly to publication or organization of collections within the Archives.

It will also work toward publication, probably in microform, of materials in the collection. The texts of the American auction sales catalogs have already been mentioned. Another major publication under consideration concerns the catalogs of exhibitions of American art. Proposals range from a check-list in book form to the texts in microform. Either is an ambitious undertaking to think of at this point, but will not look so formidable when the Archives collection and its cataloging are nearer completion.

The National Union Catalog, A Review*

MARIAN HARMAN

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IN JULY 1956, when serials catalogers all over the country were alerted to the fact that the *Library of Congress Catalog—Books: Authors* required recataloging for change of title, they did the job, I suspect, as a matter of routine, without pondering upon the special significance of this event. For this particular title change marked the first step in the culmination of decades of dreaming, hoping, planning, and experimenting with the idea of making the National Union Catalog on cards at Washington readily available to all who might benefit from consulting it. Now, with the publication of *The National Union Catalog*, the Library of Congress, with the cooperation of the Board on Resources of American Libraries—now called the Committee on Resources of American Libraries—and all the major libraries, is well on the way toward producing what is certain to become the prime bibliographic tool in the country and the first successful general union catalog to be published in the world—an American "Sputnik."

The planning and realization of this vast project are a tribute to the power of cooperation, and its permanent success will depend upon the willingness and conscientiousness with which hundreds of libraries throughout the country accept their responsibilities as partners in this cooperation. The obstacles which had to be overcome were many and so grave as to seem at times insurmountable. Not all of them have been reduced yet, but the future looks bright. The obstacle which repeatedly blocked every proposal was the astronomical cost involved, not only in the

* Library of Congress. *The National Union Catalog, a Cumulative Author List Representing Library of Congress Printed Cards and Titles Reported by Other American Libraries*, compiled by the Library of Congress with the cooperation of the Board on Resources of American Libraries of the American Library Association. Washington, D. C., The Library of Congress, 1956. 3v. \$170.

actual printing of the catalog, but also in providing the resources to keep the filing in the National Union Catalog up to date and to edit it and bring it to such a state of completeness as to make printing worth while. Not until the full implications of the proposal to expand the *Library of Congress Catalog—Books: Authors* into a current national union catalog were grasped did the project become feasible. It was Frederick Wagman who pointed out that the publication of current supplements to the projected main union catalog would, by relieving the staff of the National Union Catalog from responsibility for current reports, have the practical effect of increasing the staff available to complete, file, edit, and prepare for publication the pre-1956 holdings.¹ And so, in January, 1956, the first issue of the expanded catalog appeared.

The printed *National Union Catalog* retains the basic character and functions of *Books: Authors*, which was an author catalog of Library of Congress cards serving as a list for ordering cards; as an aid in cataloging, acquisitions, and reference work; and as a location tool for titles cataloged by the Library of Congress and for those cataloged for the Library of Congress by other libraries participating in cooperative cataloging agreements. It follows the same pattern of monthly issues with quarterly, annual, and quinquennial cumulations. It contains entries for books, pamphlets, maps, atlases, periodicals and other serials printed in the Roman, Cyrillic, Gaelic, Greek, or Hebraic alphabets, as well as name, and some title added entries.

The new publication differs from its predecessor in two important ways; in scope and in location coverage. It is no longer simply a catalog of cards to be purchased. Its scope is enlarged to include titles held by the Library of Congress, but assigned to its Priority Four category, for which cards will not be printed, and all titles in the roman alphabet for publications issued in 1956 and subsequent years which are reported by other libraries to the National Union Catalog. The location coverage is expanded to include all reporting libraries.

The expansion in scope is more than welcome. The coverage is, as it should be, subject to change; but at present, it includes principally books and monographs, in spite of its claim to "periodicals and other serials" (*Introd.* p. vi.). This claim is modified, by implication, in the statement on the next page, that "all serials represented by LC printed cards are included," a policy which is corroborated by the Catalog Maintenance Division² and by Johannes Dewton's announcement that "serials in the widest sense are excluded (their control by title and subject is, within certain limits, exercised by *New Serial Titles* and, according to plans, will be taken over by the third edition of the *Union List of Serials* and its supplements)."³ A clearer statement of the exact status of serials in the *National Union Catalog* might be expected. The brief listing of serials in *New Serial Titles* is invaluable, but it does not take the place of complete bibliographic entries like those shown by LC cards now included in the printed catalog. If serials represented by LC cards are included, why should not the serials cataloged by other libraries and reported by them

appear also, at least until the third edition of the *Union List of Serials* appears?

The *National Union Catalog* not only excludes serials reported by other libraries, but also all titles in non-Roman alphabets reported by them. It is hard to understand what "technical reasons" (*Introd.* p. vi) prompted this action, which is definitely to be regretted. Indeed it is to be modified to permit the inclusion of Cyrillic titles, beginning January 1958, but only in transliteration; and since the adoption of the *Preliminary Rules and Manual for Cataloging Chinese, Japanese, and Korean Materials*, cards printed by the Library of Congress for these materials also are to be included. Nothing is said about the eventual listing of titles in Gaelic, Greek or Hebrew reported by other libraries. Why this discrimination? Presumably, current titles in these languages are being filed in the retrospective *National Union Catalog* and will not appear in print until that catalog is published. Surely libraries other than the Library of Congress are acquiring significant materials in these languages, especially in Greek, whose exclusion from the *National Union Catalog* constitutes a serious disservice to scholars.

It is possible, however, that the statement that "only titles in the Roman alphabet reported to the *National Union Catalog* are presently included in *The National Union Catalog* in book form" (*Introd.* p. vi-vii) does not mean what it seems to mean, for Mr. Schwegmann has later stated that "each 1956 entry for a monographic publication received from libraries other than the Library of Congress, except entries for titles in Cyrillic type and Oriental characters, is edited for integration into the Library of Congress catalogs."⁴ Here titles in Gaelic, Greek, and Hebrew are not excluded. A spot check of the three 1956 volumes reveals no Greek titles other than those represented by LC cards, but that is not to say that there are none. At any rate, if Mr. Schwegmann's statement is correct—and it is confirmed by a letter from Johannes Dewton, January 14th, 1958—then the statement in the printed catalog needs revision.

Since no Cyrillic titles in transliteration appear in the 1956 annual volume under review, comments on this method of printing are strictly out of order. But I feel compelled to register a strong protest against the decision to prefer transliteration to transcription in character. It is difficult enough to recognize personal, corporate, and geographical names in the transliterations long established for author entries; but to extend transliteration to the entire title and imprint is to impose a real hardship on users of the catalog. It takes about twice as long, even for those familiar with the Library of Congress system of transliteration, to comprehend Cyrillic titles in transliteration as it does to read them in character. For those familiar with another system of transliteration, or with no system at all, reading is much more difficult. I do hope the case for transcription in character rather than transliteration will be reconsidered.

Whether the scope of the *National Union Catalog* should be further expanded to include other categories such as non-book materials, "report" and "essay" literature is still being discussed.⁵ There is much to be said

for one huge catalog incorporating in one alphabet all materials which might conceivably be needed for research. But such a comprehensive publication would probably be so costly that only a few large libraries could afford it, thus defeating its own purpose of broadcasting bibliographical and location information as widely as possible. Besides, separate catalogs, especially for music and motion pictures would be more useful for a great many special and departmental libraries which would have little use for a general catalog even if they could meet its financial and space requirements.

The primary purpose of the printed *National Union Catalog* is to make the bibliographical resources of the country readily available to serious scholars everywhere, a purpose which, it should be repeated, can be attained only with conscientious cooperation on the part of all major libraries. That perfect cooperation has been achieved in this first annual cumulation is hardly to be expected. With realistic foresight Charles David⁶ predicted the "blemishes and inconsistencies" which are actually present in these volumes. Libraries have been slow to enter into full participation and to report promptly and adequately the titles added to their collections. The first monthly issue, that for January 1956, contained only 15 titles not represented by Library of Congress printed cards, reported by only 6 libraries.⁷ By August 1956, however, more than two hundred libraries were reporting,⁸ and by the time the 1956 cumulation went to press, the number had doubled (*Introd.* p. vi). This cumulation contains 7,775 entries from libraries other than LC and cites 71,196 locations in American and Canadian libraries. These figures are significant and encouraging, especially when compared with the 7,809 entries from other libraries for the first four months of 1957.⁹ It has been predicted that the time will come when the number of entries from other libraries will surpass the number from the Library of Congress.¹⁰ Statistics do point that way. The 7,745 entries from other libraries appearing in the 1956 cumulation are to be compared with 17,858 entries prepared by the Library of Congress; while in the April, 1957 issue, the comparative figures are 4,961 from other libraries and 5,093 from the Library of Congress.⁵

It begins to appear, however, that there can be too much of even a good thing, the good thing in this case being location information. In the 1956 annual volumes there appear as many as 28 locations for some popular titles, which might be expected to be held by most libraries and for which the interlibrary loan demand would be relatively small. Mr. Schwegmann, recognizing this situation, reports that "the present theory is to limit locations in a region to two, with a maximum of approximately twenty-two."¹¹ But an excess of locations is a minor matter in comparison with the problem of keeping such information accurate. Ideally, whenever a new location is reported by a library, the title involved should be reprinted in the next issue of the catalog to show the revised locations. The present practice, which is more realistic, calls for reprinting a title to show changed holdings only when the entry is republished in the

course of normal cumulation. But for additions to titles first appearing toward the end of an annual or quinquennial cumulation this method involves an inordinate delay. Some means of correcting this condition are now being sought.¹²

As things stand, therefore, there is some assurance that additional holdings will be eventually, if tardily, reflected in the catalog. That withdrawals will also be shown there is no such assurance. I believe it is highly unlikely that libraries have ever felt responsible for reporting withdrawals of books once reported to the National Union Catalog. Presumably the Union Catalog has functioned fairly well for a long time without recording withdrawals on its cards, but this shortcoming becomes more serious in a published catalog available to thousands of scholars. The first step in rectifying this situation will have been taken when libraries are made aware of the importance of reporting any change in their holdings which should be reflected in the printed catalog. The problem of recording these changes promptly remains to be solved, as was indicated above.

Apparently the adequacy of the reports submitted by other libraries leaves much to be desired, since "main entries for titles not represented by LC printed cards have been retyped in uniform format and have been edited for conformity of main entries and added entries in accordance with the *A.L.A. Cataloging Rules* and the practice of the Library of Congress" (*Introd.* p. vii). Since all cooperating libraries take advantage of Library of Congress cataloging, even though they do not actually purchase LC cards, it is difficult to understand why their reports to the National Union Catalog should be so inconsistent with ALA and LC rules as to require retyping. It would seem that cooperation in the matter of entry and form of reports is not too much to expect of libraries in view of the benefits they derive from the use of the printed catalog. Theoretically it should be possible to incorporate the original reports just as though they were Library of Congress printed cards. In 1953 a committee of the Library of Congress, discussing this matter of inconsistency of the cards from other libraries with LC cards, felt that "a composite catalog exhibiting one set of criteria for LC cards and another set for other cards—will not have any substantially adverse effect on its [i.e., the printed *National Union Catalog's*] usefulness as a tool for serving many varied bibliographical and bibliothecal purposes."¹³ Was this faith on the part of the committee unjustified? Are the reports of other libraries really so bad that they cannot be reproduced without retyping? Might the time thus spent perhaps be employed more productively? To be sure, retyping the cards results in fine-appearing pages showing uniform typography, but there is a question whether this is beauty at too great a price.

Reports of other libraries seem to be inadequate also in indicating tracings for subject headings and added entries. Dewton¹⁴ notes an improvement in the cooperation of libraries in this respect; the number of reports without tracings has decreased from 43% of all titles received in

1953 to 20% in October, 1957. It is to be hoped that the percentage can be reduced still further, especially in view of the plan to publish a subject index to the *National Union Catalog*.

The pattern of frequency and cumulation of *The National Union Catalog* seems to be generally acceptable, but a look into the future might disrupt the complacency on this point a little. One great advantage of a union catalog on cards over one in book form is the possibility of maintaining one comprehensive file in one alphabetical sequence thus facilitating its consultation. A published catalog with periodically issued supplements becomes less and less wieldy as time goes on. Assuming the present frequency, by October, 1970, it will be necessary to search through eleven alphabets to ascertain whether a particular title is listed. (If the retrospective National Union Catalog will have been published by that time, this would mean another alphabet, making a total of twelve). The amount of time consumed in this searching process by a cataloger, for example, looking for LC card numbers for ten or a dozen older titles can be imagined. To be sure, this situation would have obtained even though *Books: Authors* had not been expanded, but it is no less a problem on that account. It is, to a certain extent, unavoidable, but it can be alleviated a little. The Joint Committee on the Union List of Serials¹⁵ is recommending that new editions of the published *Union List of Serials* be issued at twenty-five year intervals, to supplement current service, with up to five-year cumulations. Would it not be possible to do the same for the National Union Catalog and its predecessors, making the first twenty-five-year cumulation come in 1967? The technical aspects of such a compilation are a mystery to me, but nothing seems impossible with the new methods of reproduction.

These are some obvious shortcomings of the *National Union Catalog*, but they are infinitesimal as compared with the important service this epoch-making publication will perform. One of the most encouraging notes is the desire on the part of the Library of Congress to do everything possible to fulfil the needs and desires of those who will be served by the catalog. No decisions made up to this point are immutable. Any changes which seem advantageous will be incorporated after thorough study on the part of the Committee on Resources and the Library of Congress. It is this willingness to plunge into publication, with the realization that all the problems have by no means been solved and with the expectation that modifications will be made as needed that will eventually produce the best printed union catalog it is possible to make.

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REGIONAL GROUPS

THE CHICAGO REGIONAL GROUP OF LIBRARIANS IN TECHNICAL SERVICES officially changed its name at its fall meeting on December 2. The program was appropriate for the change of name: a discussion of the background and creation of the Resources and Technical Services Division in ALA. The speakers, all from the University of Chicago Libraries, were: John M. Dawson, Assistant Director for Preparations; Jane Pope, Head of Serials; and Robert W. Wadsworth, Head of Acquisitions. Mrs. Mahoney reported on the activities of the ALA Resources and Technical Services Division.

THE CATALOGERS SECTION of the ILLINOIS LIBRARY ASSOCIATION met on November 8 at the La Salle Hotel in Chicago, Kathryn Luther Henderson (McCormick Theological Seminary) presiding. Charlotte K. Post (Northern Illinois University) was elected Vice-Chairman and Chairman-Elect with Mary Elizabeth Scott (Eastern Illinois State College) as Secretary. Mr. Haykin's proposed subject heading code was the subject of a symposium by Ann M. Potter (University of Illinois), Effie N. La Plante (Chicago Public Schools), Jane E. Belon (Berwyn Public), and Margaret E. Pendergrass (Illinois State Library).

THE LOS ANGELES REGIONAL CATALOGERS GROUP held its winter meeting in the Branch Catalog Section, Technical Services Division of the Los Angeles County Public Library on January 11. Eighty-nine attended the meeting at which Charlotte Oakes (Pasadena Public Library), Chairman, presided. After a talk by Catherine MacQuarrie on the book catalogs of the Los Angeles County Public Library, the machines and methods of production of the book catalogs were demonstrated.

Workshops were a successful feature of this year's program of the CATALOG SECTION of the NEW JERSEY LIBRARY ASSOCIATION. Four regional workshops (at Bloomfield, Verona, Springfield and Elizabeth) were held in addition to the Mid-winter meeting at Bloomfield on January 16. At the Bloomfield meeting one of two discussion groups, led by Fred H. Graves (Rutgers Graduate Library School), compared card and proof-slip services, specific principles of subject heading, and problem areas in classification. The other group, on the cataloging of recordings, was led by Beryl McPherson (Glen Ridge Public Library) and Carol Berneking (Elizabeth Public Library). Mrs. McPherson and Mrs. Berneking are preparing an article on the cataloging of recordings

for a forthcoming issue of *Library Journal*. A summary of the five workshop discussions is being prepared for distribution at the next meeting of the Group to be held in Asbury Park. Edith M. L. Herrmann (Hillside Public Library) is Secretary and Hazel Van Voorhees (Verona Public Library) is Chairman.

The PHILADELPHIA REGIONAL CATALOG GROUP opened its year on November 7 with a meeting at Drexel Institute. Maurice F. Tauber (Columbia

School of Library Service) was the speaker. The Group is considering a change in name to reflect its broader program. The Membership Committee, Ella Anderson (Drexel Institute Library School), Chairman, is planning a membership drive to include the Greater Philadelphia area. Harriet D. MacPherson (Drexel) is President of the Group, and Carolyn Milheim (Commercial Museum Library) is Secretary-Treasurer.—*Edith Scott, Chairman, Council of Regional Groups.*

REVIEWS

Farber, Evan Ira. *Classified List of Periodicals for the College Library* (Useful Reference Series, No. 86) 4th ed. Faxon, 1957. 146 p. \$5.00.

When a book goes into a fourth edition, its usefulness has certainly been proved. Such a book is *Classified List of Periodicals for the College Library* by Evan Ira Farber, chief of the Serials and Binding Division of the Emory University Library. The author has built well upon the foundation provided by Guy R. Lyle and Virginia Trumper in the three previous editions. (The first edition was the work of Mr. Lyle; the two second editions and the third edition were the work of Mr. Lyle and Miss Trumper.)

"The purpose of the new edition," writes Mr. Farber in his preface, "is to provide an effective aid in selecting journals for: (1) supplying reading collateral to students' courses; (2) keeping the faculty informed of developments in their fields; (3) affording quality general and recreational reading; (4) providing in some measure for the research needs of advanced students and faculty. In borderline cases," he continues, "the ultimate criterion for inclusion has been 'Is this periodical important for a four-year liberal arts college library?'" While admitting

that this criterion is not the most exact and on occasion makes selection a matter of personal taste or prejudice, the author assures users of the list that all potential titles were examined and that great care was exercised in making the final selection of titles. The periodicals chosen for inclusion, let it be noted at once, reflect excellent taste. And admirable prejudices!

The 601 titles listed range from the *AFL-CIO American Federationist* to the *Yale Review*, and are classified under 28 subject headings ranging from "Art" to "Sociology and Anthropology." Only periodicals beginning publication prior to 1957 are included. The greater number of titles are, as would be expected, of American origin; eighty-five of the titles, however, are published in other countries—58 in England, 13 in France, 5 in Germany, 4 in Scotland, 3 in the Netherlands, and 1 each in Mexico and Switzerland. Designed to be an aid to selection rather than an automatic buying list, the *Classified List of Periodicals for the College Library* recognizes and makes provision for the smaller library which will need to subscribe to a more selective list by placing an asterisk before some 190 titles which are recommended for first purchase.

For each periodical the usual bib-

liographic data is supplied: title, date of birth, frequency, place of publication, and price corrected down to July, 1957, by the F. W. Faxon Company. (This reviewer wishes that the name and complete address of the publisher had been indicated. While this information can be easily obtained from other sources available in most libraries, this additional bibliographic data would prove helpful.) Following the bibliographical information is an annotation, giving a rather full description of the periodical and noting any special features or departments which are peculiar to the title. In addition to the descriptive note, the author supplies the Library of Congress card numbers and also a list of the various indexes in which the contents of the periodical are analyzed. This index list is an up-to-the-minute one; for the author indicates in parentheses the two new H. W. Wilson Company indexing services—*Business Periodicals Index* and *Applied Science and Technology Index*—which will replace, come January, 1958, the *Industrial Arts Index*.

Mr. Farber expresses in his prefatory note the hope that this new edition maintains the high standards of Lyle and Trumper's previous editions. The author has nothing to fear; his work maintains and continues that quality of excellence which characterized the earlier editions. Librarians working in the academic library—whether large or small—will welcome the publication of this nicely printed fourth edition of *Classified List of Periodicals for the College Library*. The author can rest assured that he has placed in his debt those who labour in the periodicals vineyard.—*John David Marshall, University of Georgia Library, Athens.*

Wilson, William Jerome. "Manuscript Cataloging." An offprint from *Tratitio*, vol. 12. 1956. p. 457-555.

In the last few years library collections of manuscripts have both multi-

plied and grown. This growth, it is true, has not been as phenomenal as that of printed book collections; but it has been enough to make manuscript cataloging a subject of more than academic interest. What is needed is a code to make cataloging individual collections as easy as possible and at the same time to provide uniform entries for union catalogs of manuscripts.

Mr. Wilson's pamphlet is not such a code, nor is it a textbook like (say) that of Margaret Mann. Instead, it sets forth a lucid and thorough introduction to the study of the historical background and the basic problems in description and arrangement of manuscripts comparable, perhaps, with what McKerrow's famous *Introduction to Bibliography* (1927) gave the students of early printed books.

Like McKerrow, Mr. Wilson has drawn heavily on his own rich experience over many years. He particularly stresses the lessons learned in his association with De Ricci in preparing entries for the *Census of Medieval and Renaissance Manuscripts in the United States and Canada* (1935-40). De Ricci's goal of a self-explanatory entry, for instance, and his recognition that some manuscripts must be cataloged individually and others as a group are still fundamental in any approach to manuscript cataloging.

A manuscript is, of course, simply a printed book or pamphlet or broadside that was never actually printed; and in choice of entry and in description manuscript cataloging may often follow the rules for printed books. Often, however, the title is lacking or uncertain, and Mr. Wilson treats in some detail the use of incipit, explicit, and other features of the manuscript in constructing a title for cataloging purposes. All this, of course, is not entirely unrelated to the problems of the cataloger of anonymous classics.

Also, in manuscript cataloging as in the cataloging of printed books, some catalogers have fought for elaborate

detail while others have wanted only a finding-list catalog. Mr. Wilson suggests that there is genuine need for both kinds of catalog: the general catalog constructed by general catalogers primarily as a finding list, and the special catalog, often issued in printed form, constructed by subject specialists who analyze the manuscripts in great detail.

In the concept of the "catalogable unit" manuscript cataloging may differ most radically from printed book cataloging. Mr. Wilson goes into the problem thoroughly, pointing out that while some manuscripts are, indeed, only unprinted books, others are single letters or documents. It often happens that the "catalogable unit" most easy to deal with may consist of a group of letters and/or documents and/or books which are best used and, hence, kept and cataloged as a unit—e.g., the "papers" of this or that famous (or not-so-famous) person. Individual items within such a group may in addition require individual analysis. Even here the cataloger of printed books may find little radically new; some libraries organize and catalog collections of printed pamphlets and other ephemeral material as units.

Mr. Wilson also examines certain special matters: cataloging liturgical, music, and scientific manuscripts; the construction of union catalogs; the interest of the textual critic; and development of manuscript terminology.

For all the problems of manuscript cataloging, some of them quite controversial, Mr. Wilson presents an admirable survey of all points of view and tries to offer commonsense solutions. It is unfortunate that this very useful reprint is not available in an expanded and more permanent form. McKerrow's *Introduction* grew out of an article; perhaps Mr. Wilson can also be persuaded to develop his suggestions into a book.—Paul S. Dunkin, Chief, Technical Services, Folger Shakespeare Library, Washington, D. C.

The Collected Scientific & Technical Papers on Nuclear Science. Readex Microprint Corporation, 115 University Place, New York 3, N. Y.

Readex Microprint Corporation is offering the Microprint edition of *The Collected Scientific & Technical Papers on Nuclear Science*, a publishing venture of major proportions. In the words of the publishers,

"... This collection will contain the full text of the material represented by the 60,000 abstracts in *Nuclear Science Abstracts* and its predecessor, *Abstracts of Declassified Documents from July 1947 to December 1956*, and the approximate 10,000 abstracts published annually after January 1, 1957. It will contain at least four times the material available from any other source, and will be the only attempt to achieve a complete collection of all the declassified material.

"The material, both A.E.C. and non-A.E.C. periodical and serial material, will be issued (arranged in subject groups) in the same sequence as they appear in the *Nuclear Science Abstracts*. Translations of material in foreign languages will be incorporated when available, or sources for purchases of translations given when possible.

"The Readex Microprint edition of this material will be issued in two main divisions:

- A) The complete collection of the backfile of the scientific research papers from Jan. 1947 to Dec. 1956 \$7,000.00
- B) Subscriptions to the current research papers, beginning with Jan. 1957 \$1,000.00 per year."

In addition, the publishers state that they will accept orders for both backfiles and current literature annual subscriptions for "the research papers for any of the six main classifications."

(These, as anyone familiar with *Nuclear Science Abstracts* will know, are: General; Biology and Medicine; Chemistry; Engineering; Mineralogy, Metallurgy and Ceramics; and Physics.) To provide for those with more limited interests, both back-files and current literature in one or more of the various sub-divisions of the six main NSA classifications may be purchased, the price being determined by the amount of material in the respective sub-divisions.

Confronted with a work of such magnitude and impressive qualifications, librarians will want to consider seriously their needs in order to determine just where and how *The Collected Scientific & Technical Papers on Nuclear Science* would fulfill its promise. This collection is not, as its title would seem to indicate, a complete package of all that one would require to carry on a program of nuclear research.

Contrary to popular belief, there does not exist a body of knowledge which can be labeled simply, "atomic energy" or "nuclear science." Nuclear science cuts across many fields and is in actuality a specialized area within those fields. To pursue research or development in the nuclear aspects of any one of these fields requires, in addition to whatever nuclear information is available, supporting information from the more traditional areas of the field. For example, in the instrumentation required in most nuclear studies, one still depends to a large extent upon the store of basic electronics information which originated more or less independently of nuclear matters. In development work in connection with reactor systems, the nuclear aspects are important, to be sure, but there comes a time when the hooking together of pipes requires information that has been developed over many years in conventional engineering work. Thus one runs head on into the basic information problem in broad

scale nuclear work today—the vast range of information that is required, including both the highly specialized information originated in the atomic laboratories and the extensive literature of more conventional science and technology. A compilation as extensive as *The Collected Scientific & Technical Papers on Nuclear Science*, therefore, can be expected to fill only a portion of the needs of serious workers in the field.

One would assume that any organization with a serious interest in one or more phases of nuclear science would have at its disposal a basic collection of the important journals in its fields of interest. Since by far the greater portion of journal information in the nuclear field has appeared since 1947, this would not involve a very large outlay for even a small laboratory. The Readex collection, including as it does the entire coverage of *Nuclear Science Abstracts*, would therefore duplicate whatever journal literature might be on hand in the journals themselves. It is a rare library budget that could stand the luxury of duplicating materials to this extent.

The AEC depository library system, which has been designed to provide excellent coverage of the entire United States, places within reach of almost everyone the extensive AEC report literature. Through the cooperation of the AEC and the depository libraries, a high degree of service is being offered, and the need for an individual library's acquiring every scrap of paper issued by the AEC is considerably minimized.

A further consideration in the use of micro-reproductions is the difficulties encountered in using the materials. Frequently it is not unusual to encounter graphs that are impossible to read and mathematical equations and chemical formulas which are useless since certain key characters cannot be deciphered with accuracy. This is frustrating to the user, and until these

difficulties can be overcome, micro-reproductions will encounter resistance on the part of the serious worker. If all reports were originally prepared in sharp, crisp type, with all mathematical symbols, formulas, etc., arranged for greatest clarity, this problem might not exist. However, a lot of important information appears in informal memoranda and other documents which have not received the best, if any, editorial treatment nor the benefits of the better reproduction techniques.

In existing libraries and libraries

American Jewish Periodical Center. *Jewish Newspapers and Periodicals on Microfilm, available at the American Jewish Periodical Center. Cincinnati, 1957. 56 p.*

While copying methods are a rapidly-developing boon to the preservation of rare materials, there is a real danger that ill-conceived and improperly financed projects will be created in the heat of enthusiasm for the potential of the method. It behooves librarians to be skeptical of any new reproduction project, and to encourage those which are as basically sound as the one here noted. The pattern of the American Jewish Periodical Center project is commendable—the direction by acknowledged scholars in the field, full financial support by a foundation,

just being established, the advantages and disadvantages of specialized information sources must be carefully evaluated in terms of what resources are on hand and what other resources may be required to provide the necessary completeness of coverage. This will be especially true in the case of *The Readex Collected Scientific & Technical Papers on Nuclear Science.*—F. W. Simpson, Chief, Technical Information Services, John Jay Hopkins Laboratory for Pure and Applied Science, General Atomic Division, General Dynamics Corporation, San Diego, California.

and the keeping of positive copies to a reasonable minimum; the lack of such bibliographical details as location of originals and precise description of which issues have been filmed is unfortunate. (One-third are listed as "incomplete" for the period indicated.)

The American Jewish Archives and the Hebrew Union College Library have created this inter-library loan Center with the help of a grant from the Jacob R. Schiff Fund made in the Spring of 1956. This first guide to some 105 Jewish serials available on microfilm at the Center includes serials issued between 1823 and 1957, film of which has been obtained during the first year of operation. In the future, the Center aims to become complete for Jewish serials issued in the United States up to the year 1925.—D. C. W.

ORIENTAL CATALOGING

Bulletin 42 of LC's *Cataloging Service*, July 1957 (distributed in October), contains "Preliminary Rules and Manual for Cataloging Chinese, Japanese, and Korean Materials." Also included is a "Manual of Romanization, Capitalization, Punctuation and Word Division," drafted by Charles E. Hamilton of the East Asiatic Library, University of California.

The rules, revisions of the *A.L.A. Cataloging Rules for Author and Title Entries* and of LC's *Rules for Descriptive Cataloging*, were produced jointly by the DCC's Special Committee on Cataloging Oriental Materials (G. Raymond Nunn of the University of Michigan, Chairman) and the LC Orientalia Processing Committee (Lucile M. Morsch, succeeded by C. Sumner Spalding, Chairman), and have been approved by the Committee on Descriptive Cataloging.—Audrey Smith, Chairman, Committee on Descriptive Cataloging.